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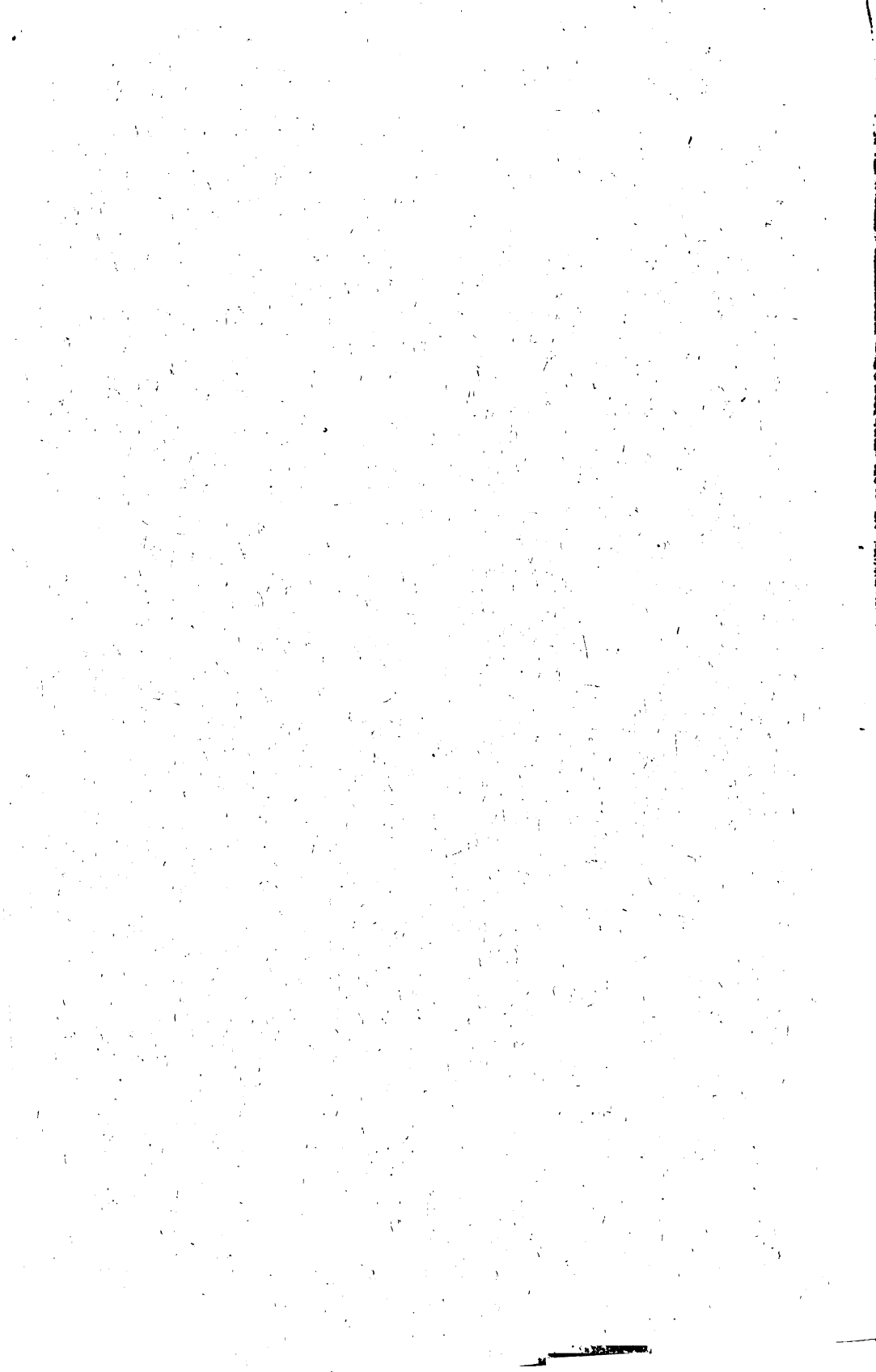
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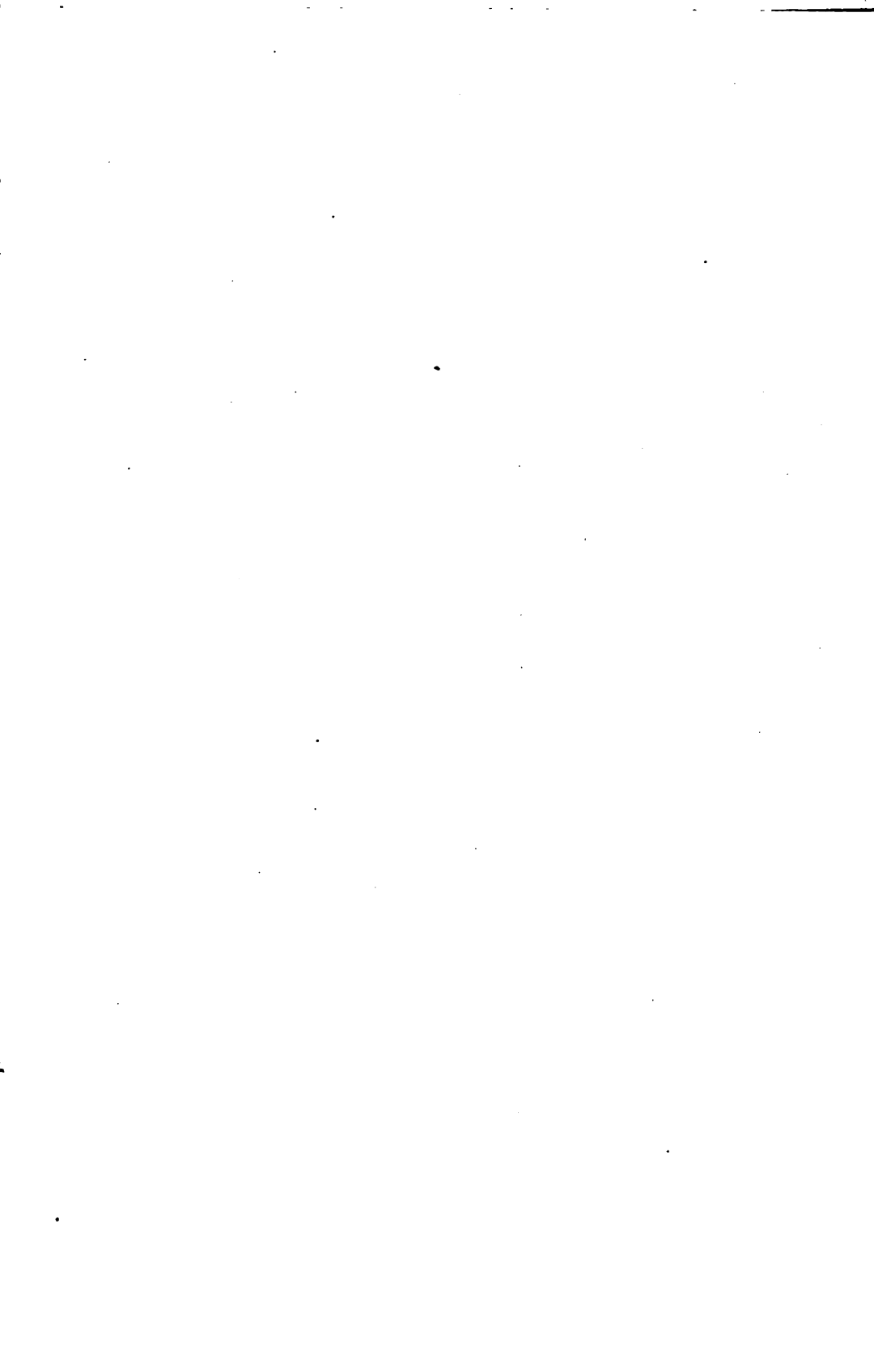
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VOLUME VII
SEPTEMBER 1, 1920—DECEMBER 28, 1921

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PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

1 September 1920

Number 1

THE CIVIC TEST

"The test of the city of the future will be its adequacy in providing for the life, labor and leisure of its people, and the housing reformer will have to join hands with the city planner to achieve this great end."

— Carol Aronovici,
In "Housing and the Housing Problem."

New York's Housing Problem.

The housing problem has been under discussion during the past months. Various governmental investigations are in progress and the members of these bodies are attempting to find measures of relief. The United States Senate has appointed a Committee on Reconstruction and Production, with Senator William M. Calder as chairman; they have been holding sessions in the city, looking toward a solution of the national situation. The State is also working on the problem through the Housing Committee of the Reconstruction Commission (Mr. Clarence J. Stein acting as secretary), and through the Lockwood Joint Legislative Committee on the Housing Situation. Governor Smith, responding to the urgent need, has called an extraordinary session of the Legislature for September 20th to consider legislation to remedy the housing shortage. Two official municipal committees are also studying the situation — these are the Mayor's Committee on Rent Profiteering headed by A. J. W. Hilly as chairman, and the Mayor's Housing Conference Committee on which Edward T. Doyle serves in capacity of secretary. Many city officials have also offered suggestions as to possible remedies. With so many citizens vitally concerned, with the national, state and city officials alive to the problem and making serious study of it, we may expect that a solution will be found.

Motion Pictures

Another contribution to information about motion pictures is a study recently made by Lucius H. Cannon, Librarian of the Municipal Reference Library of St. Louis. The compilation gives the characteristic, federal, state and municipal laws relating to motion pictures. Two minor objects of the research have shown the cities and states which place restrictions upon the attendance of children under certain ages, and the amounts paid for licenses in the various cities. A well-selected bibliography by Melitta Diez Pesechke has been appended. The author is to be commended on the results of his investigation of the legal side of this popular subject.

The Spirit of Pittsburgh

That private citizens are willing to work for the civic welfare and material betterment of their own communities is splendidly demonstrated by a body of persons in Pittsburgh. They have organized themselves into an unofficial committee known as the Citizens Committee on City Plan of Pittsburgh, with Chas. D. Armstrong as Presi-

dent, and R. B. Mellon as Vice-President. The Committee purposes to "give Pittsburgh an orderly, scientific, comprehensive programme of city building, and to secure for the people of the city greater comfort, safety, health, convenience, utility and beauty in their daily lives." The first report of this Committee has appeared under the title, "Pittsburgh Playgrounds, Study and Recommendations." One of the first recommendations based upon a thorough study of the recreational facilities of the city is that of centralization of the existing agencies under a city department, and another important one is *more* parks and playgrounds. The city already ranks high among cities in the number of playground workers the city employs. It is to be hoped that this splendid beginning of the Committee will be continued in many more reports.

What Other Cities are Doing

Seattle is building the largest pier in the world. It is 2,566 feet long and 360 feet wide, and will be large enough to dock eleven ocean-going vessels at one time.

A forest planted to produce a future cash revenue to the city is planned by *Malone*, N. Y., according to "American Forestry." The first year's planting is forty thousand trees.

Colorado Springs adopted city manager form of government by popular election, July 6th; it becomes effective next April.

Owing to the increased population of *Tokio* and *Osaka*, Japan, a charter has been granted for the construction of a subway, at a cost of many millions of dollars.

Los Angeles has introduced a new feature in connection with the placing of more one-man safety cars; each car is to be equipped with a name plate introducing the operator to the car riders.

The *Ottawa* (Canada) Housing Commission has 55 houses built and occupied, and another hundred are under construction, to be completed by fall.

Fall River, Mass., has had an aerial photograph of the city taken; it is to be used primarily in civic advertising.

"The Canadian Engineer" informs us that the sub-committee of the Charter Commission of *Montreal* has decided to have a city manager who shall have supervision of all city employees, with the exception of a few chief officials. Heads of departments are to be appointed on his recommendation, with the approval of the Council.

MONTHLY LIST OF NEW YORK CITY PUBLICATIONS

No. 56

Board of Aldermen. Approved papers for the period ending July 3, 1920. no. 347-409. **AL2.16a**

— Approved papers for the period ending Aug. 2, 1920. no. 410-540. (City Record, Aug. 4, 1920. p. 5103-5113.)

- Calendar for June 29, July 6, 13, 1920. no. 24-26. **AL2.25**
 — Proceedings of the meetings held June 22, 29, July 6, 1920. p. 457-596;
 1-52. **AL2.16**

— Proceedings of the meetings held July 9, 13, 26, Aug. 12, 13, 1920. (City Record, July 13, 16, 27, Aug. 14, 17, 1920. p. 4475-4532; 4643-4680; 4843-4880; 5235-5304; 5335-5339.)

Children's Court. Institutions to which children are committed by the Children's Court of the City of New York, together with conditions governing their admission and other important information. [1920.] 17 p. **C85.65in**

Board of City Record. The City Record. v. 48, no. 14327-14352. July 1-31, 1920.

Published daily except Sundays and holidays.

— City Record civil list supplement. Officials and employees of the City of New York and of the counties contained therein, from Jan. 1 to June 30, 1920, inclusive. July 31, 1920. 392 p.

— [Index to City Record.] v. 48, no. 14301-14326. June 1-30, 1920.

With City Record of July 22, 1920.

Municipal Civil Service Commission. Minutes of the meetings held May 5, 6, 7, 12, 17, 19, 21, 26, 27, 28, June 1, 2, 4, 7, 9, 11, 14, 15, 16, 17, 18, 22, 23, 24, 26, 29, 30, July 1, 2, 1920. (City Record, July 6, 8, 13, 16, 29, 30, Aug. 2, 3, 5, 6, 1920. p. 4269-4272; 4393; 4532-4534; 4684-4685; 4923-4927; 5029-5031; 5074-5077; 5091-5093; 5130-5133; 5146-5149.)

Department of Docks. Report for quarter ended June 30, 1920. (City Record, Aug. 6, 1920. p. 5150.)

Board of Education. Annual report of the Acting Director of Lectures, for the year 1918-19. [1920.] 88 p. **Ed9.85P96an**

— Bulletin of High Points. v. 2, no. 6. June, 1920. **Ed8.04hp**

— School Library Bulletin. June, 1920. v. 13, no. 9. **Ed8.24**

— *Bureau of Reference, Research and Statistics.* A list of annotated references to current literature on the junior high school. 1919. 51 p. (Bull. no. 17.) **Ed9.86R25jh**

Department of Education. Minutes of the Board of Superintendents, March 26, April 5, 9, 16, 23, 30, May 4, 7, 14, 18, 21, 28, June 4, 8, 11, 1920. p. 189-355. **Ed9.82Su7**

Board of Estimate and Apportionment. Calendar for July 2, 9, 16, 21, 30 Aug. 6, 1920. no. 28-35. **Es8.15**

— Calendar for July 2, 1920. no. 28A.

— Calendar for July 16, 1920. no. 32A.

— Supplemental Calendar for July 30, 1920. no. 344. **Es8.15**

— Minutes of the meetings held April 30, May 5, 7, 12, 14, 19, 21, 24, 26, 28, June 2, 4, 9, 11, 16, 18, 24, 25, July 2, 3, 9, 1920. p. 1733-3800. **Es8.16**

— Minutes of the meetings held June 11, 16, 18, 24, 25, July 2, 3, 9, 12, 16, 1920. (City Record, June 30, July 7, 14, 27, 30, Aug. 24, 1920. p. 4108-4161; 4288-4355; 4548-4603; 4844-4880; 4939-5025; 5418-5460.)

— Report of the Transit Construction Commissioner to the Board... seven proposed methods of connecting the Borough of Richmond with the existing rapid transit system of the City of New York. May 11, 1920. 11 p. **Es8.57rs**

— Sewage disposal bulletin no. 13. July 1, 1920. 14 p. **Es8.04**

— Skilled trades in city employ, with allied occupations of mechanics' helper, fireman, stoker, oiler, water tender, automobile engineman and asphalt worker, as provided in the Budget for 1920, plus increased rates for certain employees established in 1919 after completion of the 1920 budget, and effective Jan. 1, 1920. 1920. 12 p. **Es8.13sk**

— What the "New York City Employees' Retirement System" does for city employees. July, 1920. 8 p. Es8.32rs

— *Bureau of Franchises*. Approved resolutions [relating to franchises, revocable privileges...approved by the Mayor]. 1920. no. 1-45, inclusive. Es8.16a

1. Palmer Waterfront Land and Improvement Company, Inc. Application for permission to construct and maintain a spur track...across Maspeth Ave., Borough of Queens...
2. Magid, Katzman & Strober, Inc. Application for permission to construct and maintain a spur track...across Jefferson Street, Borough of Brooklyn...
3. The New York, New Haven and Hartford Railroad Co. and The Q. R. S. Company. Application for permission to install...a standard gauge railroad track across...Walnut Avenue, Borough of The Bronx...
4. B. Altman & Company. Application for permission to construct...two tunnels...Borough of Manhattan.
5. A. T. Stewart Realty Company. Application for permission to continue to maintain and use an existing tunnel under and across East 10th Street...Borough of Manhattan.
6. Park and Tilford. Application for permission to construct...a tunnel under and across 43rd Street...Borough of Manhattan.
7. United Dressed Beef Company of New York. Application for permission to continue...and use an existing conduit under and along East 44th Street...Borough of Manhattan.
8. Pennsylvania Railroad Company. Consent to continue...and use a railroad track across and on the surface of West 37th Street...Borough of Manhattan.
9. Kingsbridge Railway Company. Application for permission to continue...and use a standard gauge street surface railway track along and on the surface of Ninth Avenue...Borough of Manhattan.
10. Rentrop Silk Dyeing Corporation. Application for permission to install...and use a pipe under and across the northerly sidewalk of Bolivar Street, Borough of Brooklyn.
11. Estate of Charles Kohler. Application for permission to install...and use a pipe under and across West 51st Street...Borough of Manhattan.
12. United Dressed Beef Company of New York. Application for permission to continue to maintain...certain pipes and an electric cable under and across East 43d Street...Borough of Manhattan.
13. Louis Eisenberg. Application for a modification of consent to maintain...a pipe under and across Baxter Street...Borough of Manhattan.
14. D. Auerbach & Sons. Application for permission to install...and use a pipe under and across West 47th Street...Borough of Manhattan.
15. Standard Oil Company; Tidewater Pipe Company, Ltd.; Tuscarora Oil Company, Ltd. Revocation of consents to install...certain tunnels under and across Richmond terrace and Western Avenue, Borough of Richmond...
16. American Druggists' Syndicate. Revocation of consent to erect...and use a bridge over and across Van Alst Avenue...Borough of Queens...
17. New York Central Railroad Company. Revocation of consent to install...a railroad track from its main line in West Street...Borough of Manhattan.
18. John & Thomas Adikes. Application for an extension of time to Nov. 1, 1920...to construct bridge over and across Archer Place...Borough of Queens.
19. Chesebrough Building Company. Application for permission to continue to maintain and use two pipes under and across Pearl Street...Borough of Manhattan.
20. Rhinelander Real Estate Company. Application for permission to continue to maintain and use a pipe under and across Second Avenue...Borough of Manhattan.
21. Rockwood and Company. Application for permission to install...a platform scale in the easterly sidewalk of Waverly Avenue...Borough of Brooklyn.
22. Corporation of Trinity Church. Application for permission to continue to maintain and use a pipe under and across Van Dam Street...Borough of Manhattan...
23. Chubb and Son. Application for permission to install...and use a conduit under, along and across Stone Street...Borough of Manhattan...
24. Commissioner of Plant and Structures. Authorization to operate...motor vehicles...necessary to provide service for the inconvenienced public, Borough of Richmond...
25. Rockwood and Company. Revocation of consent to install...and use a platform scale in the easterly sidewalk of Waverly Avenue...Borough of Brooklyn.
26. Brooklyn and North River Railroad Company. Forfeiture of contract dated Sept. 9, 1913, granting a franchise to construct...a double-track street surface railway...upon and along Flatbush Avenue Extension...Borough of Manhattan.
27. New York, Westchester and Boston Railway Company. Application for permission to construct and maintain a passageway under and across Whitlock Avenue...Borough of The Bronx...
28. Bush Terminal Railroad Company. Application for permission to construct...and operate an additional side-track in the center of 53d Street...Borough of Brooklyn.
29. Interborough Rapid Transit Company. Application for permission to install...and operate a railroad track along and on the surface of 12th Avenue...Borough of Manhattan.

30. Third Avenue Bridge Company. Forfeiture of contract dated Dec. 31, 1909, granting a franchise to construct...and operate a double track street surface railway...upon and along 59th Street, with a single track...Borough of Queens.

31. Degnon Terminal Railroad Corporation. Petition for a modification...contract dated June 12, 1914, as amended by contract dated May 4, 1915...Borough of Queens.

32. St. Albans Improvement Association. Consent to temporarily operate stages or omnibuses for public use...between St. Albans and Jamaica, Borough of Queens, until April 19, 1920.

33. Commissioner of Plant and Structures. Permission to arrange for necessary motor vehicles and to operate or regulate...the operation of same upon and along certain streets and avenues and across the Williamsburg Bridge, Borough of Manhattan and Brooklyn.

34. Commissioner of Plant and Structures. Permission to arrange for necessary motor vehicles and to operate...same upon and along certain streets and avenues in Flushing, Bayside and Little Neck, Borough of Queens.

35. Commissioner of Plant and Structures. Permission to arrange for necessary motor vehicles...the operation of same upon and along certain streets and avenues between St. George Terminal and the U. S. Base Hospital at Fox Hills, Borough of Richmond.

36. Staten Island Midland Railway Company. Notice and demand...that said company and its receiver keep, observe, carry out and perform any and all the terms and conditions in agreement of Feb. 1, 1892...

37. Staten Island Midland Railway Company. Notice and demand...that said company and its receiver keep...and perform any and all the terms and conditions in agreement of Feb. 1, 1892...

38. Staten Island Midland Railway Company. Notice and demand...that said company and its receiver keep...and perform any and all the terms and conditions in agreement of Feb. 1, 1892...

39. Staten Island Midland Railway Company. Notice and demand...that said company and its receiver keep, observe, and carry out and perform any and all the terms and conditions in agreement dated March 9, 1893...

40. Staten Island Midland Railway Company. Notice and demand...that said company and its receiver keep...and perform any and all the terms and conditions in agreement dated Jan. 3, 1896...

41. Staten Island Midland Railway Company. Notice and demand...that said company and its receiver keep...and perform any and all of the terms and conditions in consent of Feb. 2, 1897...

42. Staten Island Midland Railway Company. Notice and demand...that said company and its receiver keep...and perform any and all the terms and conditions in agreement of July 1, 1896...

43. Staten Island Midland Railway Company. Notice and demand...that said company and its receiver keep...and perform any and all the terms and conditions in agreement of Jan 3, 1896...

44. Interborough Rapid Transit Company. Application for permission to continue to maintain and operate a railroad track along and on the surface of 12th Avenue...Borough of Manhattan.

45. St. Albans Improvement Association. Application for an extension of time to temporarily operate stages or omnibuses for public use...upon and along certain streets and avenues between St. Albans and Jamaica, Borough of Queens.

Department of Finance. Constitutional provisions, legal enactments and court decisions determining New York City's debt within the debt limit; also statements of the constitutional debt-incurring power of the city, as of Jan. 1, April 1, July 1, 1920. 1920. 23 p. **F49.13de**

Department of Health. Annual report, 1918. 1919. 272 p. **H34.01**

— Food and Drug Bulletin. v. 2, no. 5-6. **H34.24d**

— Information for physicians regarding culture stations maintained by the Department of Health of the City of New York. 1920. 20 p. **H34.65ip**

— Monthly Bulletin. v. 10, no. 5-7. May-July, 1920. **H34.24m**

— Occupational causes of ill health, by Louis I. Harris. Feb., 1920. 13 p. (Reprint series no. 86.) **H34.31r86**

— Staff News. v. 8, no. 7-8. July 1 - Aug. 1, 1920. **H34.24st**

— Vital statistics: annual report, 1900-1919. [1920.] 4 p. **H34.71R24**

— Weekly Bulletin. n. s., v. 9, no. 27-34. July 3, 10, 17, 24, 31, Aug. 7, 14, 21, 1920. **H34.25**

— Wood alcohol poisoning, by S. D. Hubbard. May, 1920. 14 p. (Reprint series no. 89.) **H34.31r89**

— Workers, attention! The importance of keeping the hands clean. n. d. 3 p. (Bureau of Public Health Education.) **H34.66wa**

Department of Parks. [Monthly reports,] of the New York Meteorological Observatory, May-June, 1920. p. 45-64. **P22.71m**

Examining Board of Plumbers. Report for the quarter ended June 30, 1920. 1920. 1 p., typewritten. **P73.03**

Commissioners of the Sinking Fund. Calendar for June 24, July 1, 8, 22, 29, 1920. no. 13-16, 16A, 17, meeting no. 14-18. **Si6.15**

— Supplemental Calendar for July 22, 1920. no. 16A, meeting no. 17. **Si6.15**

— Proceedings of the meetings held April 1, 15, 29. p. 257-428. **Si6.16**

— Proceedings of the meetings held June 24, July 1, 8, 22, 1920. (City Record, July 9, 14, 21, 30, 1920. p. 4407-4427; 4603-4606; 4747-4757; 5043-5050.)

Board of Standards and Appeals. Bulletin. v. 5, no. 27-31. July 6, 13, 20, 27, Aug. 3, 1920. **B86.25**

Department of Street Cleaning. Annual report, 1918. [1920.] 62 p. **Str5.01**

Borough of Brooklyn. Department of Parks. Twenty-first annual report for the year 1918. [1920.] 85 p. **15P22.01**

Borough of the Bronx. Department of Parks. Annual report for the year 1918. [1920.] 49 p. **5P22.01**

Borough of Manhattan. President. Report of the business and transactions for the year ending Dec. 31, 1918. [1920.] 132 p., tables. **25P92.01g**

Borough of Richmond. Bureau of Buildings. Report for the quarter ending June 30, 1920. 1920. 4 p., typewritten. **45B85.03**

Metropolitan Museum of Art. Bulletin. v. 15, no. 5-7. July, 1920. **XM56b**

New York Botanical Garden. Descriptive guide to the grounds, buildings, and collections. June, 1920. 212 p., plates. **XN52de**

— Journal, v. 21, no. 246-247. June-July, 1920. **XN52j**

New York Public Library. Bulletin. v. 24, no. 7. July, 1920. **XN51b**

— Current periodicals in the Reference Department, New York Public Library, compiled by D. C. Haskell. 1920. 391 p. **XN51cp**

— *Municipal Reference Branch.* Municipal Reference Library Notes. v. 6, no. 44; June 30, 1920.

New York Zoological Society. Twenty-fourth annual report, 1919. Jan., 1920. 204 p. illus. **XN53za**

— Bulletin. May, 1920. v. 23, no. 3. **XN53z**

Staten Island Institute of Arts and Sciences. Museum Bulletin. v. 3, no. 1. Aug., 1920. **XSt2m**

NEW YORK STATE

Public Service Commission. Reports of Decisions. v. 11, no. 2. Feb. 29, 1920.

— Transit Construction Commissioner. Proceedings of the meetings held Feb. 2, 3, 4, 5, 9, 10, 13, 17, 19, 24, 26, 1920. p. 133-230.

— — Transit Construction Record, July, 1920. v. 7, no. 7.

CURRENT CIVIC LITERATURE

Blueprints

FAIRFIELD, H. P., and others. Blueprint reading; a practical manual of instruction in blueprint reading through the analysis of typical plates with reference to mechanical drawing, conventions and methods, the laws of projection, etc. Blueprint reading by H. P. Fairfield, mechanical drawing by E. Kenison and E. B. Waite. 1920. 218 p., plans. 771F16

Budgets

CLEVELAND, F. A., and A. E. Buck. The budget and responsible government. 1920. 406 p. 336.11C59bu

City Planning

CHICAGO. Plan Commission. Proceedings of the nineteenth meeting of the...Commission, held on April 9, 1920. Ten years' work of the...Commission, 1909-1919. A resumé of the work on the plan of Chicago; presented by the Executive Committee to and approved by the...Commission in session April 9, 1920. April, 1920. 69 p. 352.582C4tw

NATIONAL Conference on City Planning. Proceedings of the eleventh conference, May 26-28, 1919. 1920. 207 p. 352.58N21

SOUTH AUSTRALIA. Attorney-General and Minister in control of Town Planning. Planning and development of towns and cities in South Australia. Report by the Government Town Planner, C. C. Reade... upon existing conditions and defects and the need for town planning legislation relating thereto in conformity with the provisions of the Town Planning and Development Bill, 1919. 1919. 48 p., plates. 352.582A8p

Engineering

COLLINS, C. D. Drafting room methods, standards and forms; a reference book for engineering offices and draftsmen. 1918. 149 p. diagrs. 744C69dr

SLOANE, T. O'Conor. Electrician's handy book; a modern book of reference; a condensed cyclopedia of electricity, more exhaustive than an electrical dictionary... 5. rev. and enl. ed. 1920. 823 p. diagrs. 621.3SL5hb

Government, Municipal

CITY Managers' Association. Progress of Manager plan in one hundred eighty-five cities. (In its: Yearbook [proceedings], 1920. p. 5-92.) 352.19C49

— Sixth year book [proceedings], 1920. 1920. 183 p. 352.19C49

Industry

AMERICAN Academy of Political and Social Science. Industrial stability. 1920. 177 p. (Annals, July, 1920.) 331Am3is

HUSSLEIN, Joseph. Democratic industry. A practical study in social history. 1920. 362 p. 331H96

Markets and Marketing

NATIONAL Association of State Marketing Officials. Summary of proceedings at organization meeting, Feb. 5, 6, 7, 1920. Constitution and by-laws, election of officers, reports of standing committees and list of all members in attendance at sessions. 1920. 21 p., typewritten.

Prisons

COLUMBIA University. Prison methods in New York State; a contribution to the study of the theory and practice of correctional institutions in New York State, by Philip Klein. 1920. 420 p. (Studies in history, economics and public law, no. 205.) 365K67pm

Recreation

CLEVELAND Foundation. Cleveland Recreation survey: Commercial recreation. 1920. 155 p.

— Public provision for recreation, by R. Haynes and S. P. Davies. 1920. 198 p.

— The sphere of private agencies. 1920. 178 p. 363C6rs

Baths, libraries, community centers, dance halls, motion pictures and playgrounds are among the sources of recreation discussed. The work of various welfare organizations is also given consideration.

Wages

BUREAU of Applied Economics, Inc. [Washington]. Wages in various industries and occupations. A summary of wage movements, 1914-1920. 1920. 65 p. (Bull. no. 8.) VF

Water Power

NEWELL, Frederick H. Water resources, present and future uses. A revision of the addresses delivered in the C. S. Lyman lecture series, 1913, before the Senior Class of the Sheffield Scientific School, Yale University. 1920. 310 p., plates. 628.1N44wr

PROVISIONS of the Federal Water-Power Act. Abstract of the law creating a Federal Power Commission and permitting long-time use of water power on government lands and navigable streams. (Engineering News-Record, July 29, 1920. p. 204-208.)

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Volume VII

8 September 1920

Number 2

*"The Good Citizen Knows His Community.
The Good Citizen Serves His Community."*

New Civic Magazines

The South Australian Town Planning and Housing Association has begun the publication of "The Light Journal" as its official organ. Through this medium the Association hopes to disseminate up-to-date information on town planning, housing and civic welfare and to encourage individual effort on social and economic reconstruction of urban and rural conditions of life. The housing shortage is, apparently, as grave in Australia as in this country; Adelaide, for instance, is reported to need 5,000 houses. An article on South Australia's need for town planning legislation, one on garden cities including charts, and the annual report of the Association, form the greater part of this

first issue, June, 1920. It will be of interest to those studying the housing problem.

With the July number, 1920, "The Park International" published at Washington, D. C., by the Park Institute of America, with George Burnap, Editor, comes into existence. It is an "illustrated bi-monthly magazine offering from widely chosen sources guidance in the development and enjoyment of park areas both public and private." Such men as Harland Bartholomew, Paul Philippe Cret and Horace W. Peaslee are among the first contributors and speak for the excellence of the publication. Typographically this magazine is a specimen of good workmanship and the many beautiful illustrations add to its attractiveness. Those concerned in the value and the need of out-of-door places for recreation will find much pleasure in this new publication.

Baltimore's Problems

The Merchants and Manufacturers Association of Baltimore appointed a Committee on Municipal Problems which investigated the situation in its city and has made a detailed report entitled "Baltimore's Problems."

Baltimore is compared with Detroit, Pittsburgh and Cleveland and is discovered to have a lower per capita wealth, lower per capita income from taxation, and until this year a lower municipal tax rate, and with the exception of Cleveland, a lower total rate. Taxation and sources of revenue are the main topics of discussion, although many pages are devoted to the harbor situation and a harbor plan. One of the conclusions reached is that piers and docks at the present time are not profit-paying investments in Baltimore.

Bureau of Economic Research

The Bureau of Economic Research, which was organized last February in New York City by private enterprise, will open offices on September 1st, 1920, with Dr. William T. Foster, formerly President of Reed College, as its Director. "School and Society" informs us that "Connections have already been established which provide unrestricted opportunity for the study at first hand of some of the largest industrial enterprises in the United States and Europe. There will be complete freedom for the publication of the results of this research."

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Causes and progress of inflation, by E. W. Kemmerer. Treasury methods of financing the war in relation to inflation, by R. C. Leflingwell. The relation of the Federal Reserve System to inflation, by H. P. Willis. Discussion of government's financial policies in relation to inflation, by A. B. Hepburn and others. The international factor in price fluctuations, by W. C. Mitchell. Increased production through the Kansas Industrial Court plan as a remedy, by H. J. Allen. Increased production through increased saving as a remedy, by G. E. Roberts. Remedies for inflation with special reference to the British situation, by J. J. Broderick. Remedies for inflation with special reference to the French situation, by M. Casenave. Remedies for inflation with special reference to Italian situation, by B. Attolico. Inflation as a world problem and

Prices, continued

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

Rebecca B. Rankin, Librarian, Municipal Reference Library
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Volume VII

15 September 1920

Number 3

Your Opportunity

The College of the City of New York and the Board of Education are offering again this year a series of courses for municipal employees. The courses are conducted daily from 5.15 to 7.15 p. m. in the Municipal Building, Room 2210, and the buildings of the College. Registration began September 8th and college courses open September 27th, high school courses on September 20th. Elementary courses in book-keeping, stenography, commercial arithmetic, algebra, geometry and business English are free to city employees, and for the advanced courses, such as accountancy and commercial Spanish, a moderate fee is charged. Frederick B. Robinson, Director of the Evening Session, may be consulted for further information, from 3.45 to 6 p. m., daily, in Room 2210, Municipal Building.

New York City Employees' Retirement System

New York City Employees' Retirement System has been established by the Laws of 1920, Chapter 427, commonly known as the Boylan Bill. Membership begins on the first day of October, 1920. All employees (except those in exempt class) entering the city serv-

ice after this date *shall* become members of this system and all present city employees *may* become members by filing with the Board of Estimate and Apportionment a statement waiving all present or prospective benefits in other city retirement systems. The Board of Estimate and Apportionment has charge of all the funds and of the entire system; the Comptroller is the custodian of the several funds which are (1) Annuity savings funds, (2) Annuity reserve fund, (3) Contingent reserve fund, (4) Pension reserve fund, (5) Pension fund. This system does not apply to policemen, firemen, teachers, Hunter College teachers and street-cleaners; all these have their distinctive systems of pensions.

The provisions of this law include life insurance protection equal to the last six months' pay of the employee, disability insurance protection of from one-quarter to one-half of the salary any time after completing ten years of service and paying as long as the disability continues, a three-quarter pay pension if the employee is disabled in the performance of duty, a half-pay pension to the dependents with return in cash of all the contributions at 4 per cent per annum if the employee is killed in the performance of duty, retirement on demand after the ages of 58, 59 and 60 regardless of the length of service. The City pays for all of these benefits except one-half of the cost of service or super-annuation retirement benefit on account of service during membership in the fund. If the employee joins within the first year, the City also pays the entire cost of the benefits allowed by reason of service rendered prior to October 1, 1920. The amount of the salary paid into the pension fund will be from three to eight per cent.

This system is being highly praised by pension experts and it is generally conceded to be one of the best pension systems ever adopted by a municipality.

The Secretary of the Board of Estimate and Apportionment has issued a leaflet, "What the New York City Employees' Retirement System does for city employees." This pamphlet clearly answers the questions that will naturally come to the mind of anyone wishing to enter the system, and it also gives a table showing rates of contributions. Each department head has appointed a representative of the Retirement System and employees of that department may consult with him. The *Municipal Reference Library* (Room 512) is also prepared to answer questions and to assist any employee in finding the records which will prove the time of his entrance into the city service.

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New steamship piers on Staten Island are too narrow. Consensus of engineering opinion is that New York's new development is being made with too great regard for present conditions and not enough for engineering principles. [A symposium by John Meigs, William S. Wilgus, Frank G. White, Fay, Spofford & Thorndike, Frederick W. Cowie, and George F. Nicholson.] (Engineering News-Record, July 22, 1920. p. 160-165.)

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15-337
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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

22 September 1920

Number 4

? DO YOU KNOW ?

Many people do not realize that a library is more than a mere depository of books. In this day and age the librarians can not always depend upon books; the information is desired while the subject is being discussed in the community, before books have been written and printed, and it must be obtained in some quicker way. These sources are many, but not the least of them are the newspapers. In order to have accessible for the city departments such current news, *The Municipal Reference Library* clips the important articles from most of the metropolitan newspapers daily. These clippings are inserted in a specially-designed pocket-card which are filed according to subject. The New York City section of the vertical file thus contains an increasing number of current newspaper clippings, and these are kept for the use of city officials, who are urged to consult them at all times.

The problem perhaps uppermost at present is that of housing. A large number of clippings have been collected, and the remedies suggested by city officials, real estate men and others, are obtainable. The plans other cities have adopted to meet the situation are also obtainable in pamphlet material in the Library.

Waste Disposal in New York City

During the summer the Brooklyn Chamber of Commerce through its Health and Sanitation Committee issued a study entitled "The Need of a comprehensive system for the collection and disposal of municipal waste in New York City" and addressed it to the Board of Estimate and Apportionment for its consideration. The present system of New York City is described and a new plan proposed. The systems used in other cities are also discussed briefly. This is a commendable piece of work.

A proposal was made by the Mayor to the Board of Estimate and Apportionment in July that it give the question of waste disposal serious consideration. The Mayor's letter to the Board contains a brief description of methods now used in the City, and discusses the four methods of waste disposal, e. g. (1) Dumping at sea, (2) Feeding to hogs, (3) Reduction, and (4) Incineration. It is deemed necessary to place a practical, sanitary plan into operation at the earliest possible time and for this purpose a special committee of eleven members has been appointed by the Mayor; the committee is working upon the problem at this time.

The Library, through the courtesy of the Secretary, Mayo Fesler, has a few extra copies of the Brooklyn Chamber of Commerce report and a copy may be obtained upon request. The Mayor's letter, which clearly presents the problem, can be read in the September 9th issue of the City Record.

The Health Map of Manhattan

Through the courtesy of the Health Service Department of the New York County Chapter of the American Red Cross, the Library has received a framed map of the health resources of Manhattan. The eight types of institutions noted in the map, hospitals, dispensaries, maternity centers, baby welfare stations, settlements and neighborhood associations, nursing associations, and health centers, are distinguished by varied symbols, and by the use of colors the kinds of health work done by the institutions are indicated. This useful map may be consulted here at any time.

A Municipal Milk Plant

Jamestown, N. Y., is to have a municipal milk plant and sanitary distribution system as decided by a vote of the people on August 21, 1920. The plan includes a central plant to which all milk from the producer will be taken, tested, pasteurized and bottled. The delivery

will be made by 30 men in 30 districts; formerly there were 70 milk peddlers in the city. It is anticipated by the city authorities that the new scheme will produce clean milk—the main object is one for the health of the city—and also will make it possible to sell at a lower price and still the farmer will receive a larger amount. The municipalization of Jamestown's milk supply will undoubtedly be watched with interest by many cities.

What Other Cities are Doing

A municipal abattoir for which bonds of \$175,000 were authorized is to be built in *Dallas*, Texas.

Milwaukee is operating a municipal ice plant and selling its product at cost. *Omaha*, Neb., also has its municipal ice plant which is operating successfully, "The Modern City" informs us.

The City of *Sheffield* has been given many new powers, "The Municipal Journal" states. The supply and distribution of milk is to be undertaken and a local aerodrome is to be built. In order to encourage the erection of houses the Corporation is authorized to promote and give financial assistance to housing societies and to make advances by way of mortgages to persons building dwelling houses.

Wilmington, Del., is constructing a municipal paving plant.

Stanford University has introduced a course in problems of citizenship which is required of all freshmen.

Seattle has recently passed an ordinance which provides for the collection and sale by the city of garbage collected from restaurants and hotels. This was vigorously opposed by the hotel men who estimate it is a source of revenue approximating \$200,000.

The Park Commissioners of *Indianapolis* are planning the establishment of neighborhood centers in the various parts of the city.

A new charter will be submitted to the voters of *Atlanta*, Ga., in November. It is a City Manager charter believed to be superior to any now in operation.

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AMERICAN Electric Railway Association. A compilation of cities in which fares were increased, July 1, 1920. This shows city, population, name of operating company, cash fare, ticket rates, date of change and number of fare changes granted. 1920. 17 p., typewritten. VF

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Waterworks

METCALF, Leonard. Experiences with ice in standpipes. (American Water Works Association. Journal, July, 1920. p. 579-588.)

Workmen's Compensation

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Zone System

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NOTES

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Volume VII

29 September 1920

Number 5



The Great Fire of New York

"Old Father" Valentine has left a mine of information in his famous Manuals of the Corporation of the City of New York. In that of 1861 we find a most interesting account of the great fires of New York; from this we copy an extract concerning the fire of 1835:

The night of Wednesday, December 16th, 1835, will long be remembered in the annals of the city as a time when a conflagration occurred, which, from the vast amount of property destroyed, is well entitled to be denominated *The Great Fire of New York*.

The fire broke out in the premises of Messrs. Comstock and Andrews, No. 25 Merchant Street, and in a short time raged with such intensity as to defy the exertions of the firemen and others who hastened to the spot for the purpose of staying its ravages. The night was intensely cold, the thermometer being at or below zero, and a fierce wind prevailed. This, it may easily be supposed, greatly paralyzed the exertions of the firemen. The supply of water, too, was, as yet, scanty; and what there was could, owing to the cold, be used only with great difficulty. The inutility of all aid was soon perceptible; and all that could be done was to remove what could in haste be got together, from such places as were beyond the reach of the devouring element. With this impression, an immense quantity of goods was placed for safety in the Merchants' Exchange and the Reformed Dutch Church, where, it was presumed, they would be free from danger; but, in a short time, these splendid buildings, with their contents, were reduced to a heap of ashes. The power of man was fruitlessly employed in attempts to stay the progress of the flames, which every moment increased in the most alarming manner, spreading in all directions, and causing the utmost dismay and consternation throughout the city.

The fire was finally checked by blowing up several buildings. A detachment of marines under Lieut. Reynolds, and of sailors, under Captain Mix of the navy, arrived with a quantity of gunpowder, at about two o'clock in the morning and rendered efficient service.

The morning of the 17th of December, 1835, opened upon New York with a scene of devastation around sufficient to dismay the stoutest heart. The fine range of buildings and splendid stores in Exchange Place, Merchant Street, and all of the adjoining streets down to the river, lay literally level to the earth with their contents consumed—the Merchants' Exchange and Post Office entirely destroyed—the whole one heap of smoking ruins.

Other accounts state the number of buildings to be 528 and a total loss of \$17,000,000; being four millions for the value of the buildings and thirteen millions for the value of the goods.

The anecdotes and incidents of the fire are numerous. Such was the violence of the gale during the prevalence of the fire, that burning embers were carried across the East River to Brooklyn and set fire to the roof of a house there, which, however, was speedily extinguished. Great prices were offered and given for help in removing goods. One merchant is said to have purchased a horse and cart on the spot for \$500 with which he succeeded in saving the stock. The grandest and most imposing scenes of the fire were seen from Brooklyn, Weehawken, and Staten Island. From thence the whole city seemed in an awful sheet of flame, and the sky above inflamed in reflected terror. At one time, turpentine which took fire on the wharf, ran down, all on fire, into the water and floated off making a blazing sea of many hundred yards square. The illumination from the fire was such to have been observed at places a hundred miles distant from the city.

New York City Fire Department.

Commissioner Thomas J. Drennan has recently made his annual report for 1919 to Mayor Hylan, and a few of the outstanding facts of the activities of the department will be of interest during Fire Prevention Week.

The two-platoon system has been established gradually in the department, and by October 1, 1920, will have been fully established. At the close of 1919 substantially 66% of the apparatus in the service was motorized, and when delivery is made of those contracted for, 80% will be motorized. All horse-drawn apparatus has been replaced in the Borough of Manhattan.

The fire loss for New York City in 1919 was \$112,488,258, or a loss per capita of \$2.08. The number of fires was 13,429, a decrease over last year. 146 persons were injured at fires and 67 persons killed or died from injuries. The attention of the public is called to these four facts as having great significance:

1. **Three-fourths of the fires in buildings in 1919, occurred in people's homes;** that is, in tenements, dwellings, and furnished room and boarding houses. Factory buildings had only about 11% of the total.
2. **The largest single cause of fires last year was the careless use of cigars, cigarettes, and smoking pipes.** Over one-fourth of all the fires in New York in 1919, resulted from this and two other forms of easily avoidable carelessness — the careless handling of matches, and children playing with matches and fire.
3. **Three-fourths of the total loss of life in fires last year occurred in fires in people's homes, tenements, dwellings, and furnished room and boarding houses.** Less than 10% occurred in factory fires.
4. **The largest single cause of these deaths was the ignition of gasoline, benzine, and alcohol vapors,** practically always due to a careless or ignorant handling of these substances in people's homes. Among the other causes of fatal fires were children playing with matches, careless handling of matches, upsetting kerosene oil lamps, pouring kerosene oil on fires in stoves, and similar forms of avoidable carelessness.

The Automobile School and the Fire College, both established in 1911, are continuing their specialized instruction.

New York's Fire Prevention Day Programme

Commissioner Drennan's Department has each year carried on an energetic educational campaign for fire prevention. Inspector O'Connell, in charge of the Division of Public Instruction, under the direction of Chief William F. Doyle of the Bureau of Fire Prevention, is preparing an extensive programme for Fire Prevention Week,

October 4 – 11th. To illustrate how thoroughly every means of educating the public, particularly the younger generation, the following interesting features are enumerated:

1. 60,000 red placards, 10 x 24 in., for posting throughout the city by railways, express companies, street car lines, department stores, banks, hotels, and city departments.
2. 700 red placards, 14 x 42 in., special size made to fit the panels on Fifth Avenue buses.
3. 400 posters, 30 x 46 in., for posting on billboards of B. R. T. stations.
4. 300,000 home fire prevention letters to be distributed by the school children to their parents.
5. 1,200 fire prevention slides for display in all the motion picture houses of the city.
6. 100,000 fire prevention riders for use on letters of all city departments.
7. Special fire prevention programme for public schools and Catholic schools.
8. Lectures in high schools by Fire Prevention Bureau speakers and by specially trained high school civics teachers.
9. Fire prevention essays — 101 medals for prize winners to be furnished by New York Board of Fire Underwriters after special die designed by National Board of Fire Underwriters. These will be presented to the children by Mayor Hylan at City Hall on October 8th.
10. The Hotel Men's Association and the Society of Restaurateurs will print a special fire prevention message on their menus during fire prevention week.
11. Theatre managers requested to print a similar notice on their programmes during fire prevention week.
12. Street railway companies asked to print and display in cars a special fire prevention week bulletin.
13. The governing board of the city parliament of Community Councils will co-operate by holding fire prevention meetings in each of their councils throughout the city during fire prevention week at which literature will be distributed and talks on the subject will also be given.
14. A letter dealing with the cause of fire in the home, together with a copy of the Mayor's proclamation, will be sent to each of the 500 pastors and rabbis throughout the city, asking them to co-operate by calling the attention of their flocks to the necessity of fire prevention and the conserving of the city's resources from destruction by fire.
15. The New York Association for Improving the Condition of the Poor, the Neighborhood Associations, the Settlements, and the Charity Organization Society will co-operate throughout the year by the distribution of fire prevention literature, and talks on the subject.
16. Lectures will be continued throughout the year in public and parochial schools, before civic societies, at noon-day meetings in factories and other places.

Two-Platoon System

The movement for the two-platoon system which virtually began only two years ago has made rapid growth. "Fire Service" with Mr. A. E. Murphy, Editor, as one of the strong supporters of the system has recently reported that there are now over 350 cities that have adopted the plan. Before 1918, only twenty-five cities were working under the system, but in 1919, some two hundred American cities, all fire departments in Italy, and some cities in England had adopted the two-platoon system, according to the same authority. In the recent list ("Fire Service," June 19, 1920, p. 4-5) are included five cities which have a three-platoon system in operation, namely Cleveland, Ohio; Dublin, Ireland; Toledo, Ohio; Hibbing, Minn.; and Chisholm, Minn.

Fire Protection by Airplane

One of the greatest kinds of destruction by fire is that of forest fires. In many instances these fires are caused by carelessness on the part of campers. As a means of prevention, the United States Forest Service and the State Boards of Forestry have maintained a patrol system and outlooks on high points. The new experiment in this field of fire prevention is that of airplane patrol of the forests. As early as 1909 this method of forest fire protection was suggested at a convention of forest supervisors in Texas, but it was not actually tried till 1915 in Wisconsin. In the summer of 1919 two experiments were put into effect on a comprehensive scale, one in Oregon and one in California. Five airplanes were used in California, covering an area of five million acres of national forest. During the three summer months the pilots had discovered 118 fires in California, 23 of them in advance of the Forest Service. In Oregon the state forester reported that during 56 patrol days in the summer of 1919 approximately 60,060 miles were covered. In 1919 Oregon and California were the only two states that received aid from the War Department for this air patrol.

The advantages that may be gained by an airplane patrol are many. Smoke does not hinder the visibility and even a small fire may be detected. Not only can new fires be located, but also the progress of large existing fires can be watched and directed and controlled. Controlled fires can also be watched and prevented from breaking out anew. Speed in reporting a fire is necessary, and this can be done quickly from the airplanes by means of wireless or by dropping the message to the stations in a specially prepared can. Carrier pigeons are also to be used as a means of communication. It is expected that this new system may be a great means of fire prevention in the forests.

A similar experiment is being made by San Diego, California, which is reported to have its aerial fire boat.

Films on Fire Prevention

In the past year a number of motion picture films have been produced with the idea in mind of educating the public to prevent fires. A list of these with the price and the company from which they may be obtained are here included:

America's Greatest Crime. Produced by the Thos. H. Ince Studios, Culver City, Cal. Cost of rental: not given.

The Cost of Carelessness. (1 reel.) Obtainable from Prizma, Inc., 3193 Boulevard, Jersey City, N. J. Cost of rental: not given.

"A daring picture of a forest fire taken in one of our national forests. This picture shows the various stages in making a Siwash camp and teaches a lesson in the care that must be taken by campers to prevent devastating forest fires."

Dust Explosions. (1 reel.) Obtainable from United States Department of Agriculture, Washington, D. C. Cost of rental: transportation charges only.

"Dust explosions and their results in food-grinding plants. Experiments in United States Department of Agriculture and Bureau of Mines, with dust from starch, flour, sugar, coal, and sulphur. Explosions and fires in threshing machines, their causes and results, and tests of fire extinguishers to be adapted to use in machines."

Forest Fire Fighting. (1 reel.) New York State Conservation Commission film. Obtainable from Educational Film Corporation. Cost of rental: not given.

The Lesson of the Flames. Produced by the Atlas Educational Film Corporation, 63 East Adams Street, Chicago, Ill. Cost of rental: not given.

The Menace. (2 reels.) Obtainable from Universal Film Manufacturing Company. Cost of rental: transportation charges only.

Fire prevention by automatic sprinklers.

What a Careless Hunter in the Woods Can Do. (1 reel.) Obtainable from United States Department of Agriculture. Cost of rental: transportation charges only.

"A forest fire started by a careless hunter, the methods of the Government's fire fighters, and the destruction of a town by the fire."

Women Fire Fighters. (Goldwyn-Bray pictograph 7005. 312 ft.) Obtainable from Bray Studios. Cost of rental: about \$3.00.

There are many other films on fire prevention available, but these have been listed in our former Fire Prevention Numbers, Oct. 1, 1919, and Oct. 23, 1918, which may be consulted.

National Fire Prevention Organizations

The National Board of Fire Underwriters, 76 William Street, New York City, with W. E. Mallalieu, General Manager, and Geo. W. Booth, Chief Engineer, is an organization devoted to the interests of fire prevention and protection. They issue detailed reports on all fires throughout the United States. As a part of their educational work, conducted by Harry Chase Brearley, a weekly bulletin, "Safeguarding America against Fire," is distributed widely. In the current number may be found suggestions for a school programme suitable for fire prevention day, including a mock trial of gasoline, matches, carelessness, etc.

Another association equally energetic in the campaign for decreas-

ing fires is the National Fire Protection Association, 87 Milk Street, Boston, Mass. Upon application to the Secretary, Franklin H. Wentworth, information on the subject and attractive pamphlet material may be obtained. Their bulletin, known as "National Fire Protection Association Quarterly" contains splendid articles on all phases of the subject. Their members are kept informed through the "News-Letter." In 1914 they published a most useful handbook, "Field Practice." This is in the hands of most firemen, but it is likewise useful to property owners. It "embodies recommendations necessary for the safeguarding of commonly found fire hazards, and the maintenance and upkeep of fire protection appliances."

Magazines on Fire Prevention

In the reading room of this Library may be found magazines devoted to fire prevention and fire fighting; the following are very accessible and may be consulted at any time:

Fire Service, formerly The Fireman's Herald, Frank K. Kauffman, Editor, 225 Fifth Avenue, New York City, weekly.

National and local news of fire service, in editorials and short articles. It is the ardent advocate of the two-platoon system.

Fire and Water Engineering, Robert H. Lockwood, Editor, 318-326 West 39th Street, New York City, weekly.

A well-edited and newsy magazine—claimed to be the oldest and largest. It contains articles on water supply as well as fire prevention.

Fire, George J. Gawley, Editor, 36-38 Whitefriars Street, London, E. C. 4, England, monthly.

The official English fire publication and the leading one in the field—contains readable editorials and articles on fire combating and prevention.

Fire Protection, Ralph E. Richman, Editor, 229 E. 6th Street, Cincinnati, Ohio, monthly.

The official organ of the Fire Marshals Association of North America. Short articles and news of the progress of fire control.

Fire Engineer, Goodwin Lee, Editor, 1 Broadway, New York City, monthly.

A well-known journal, very good editorials, well-written articles and news notes.

Firemen's Standard, Geo. H. Pratt, Editor, 138 Pearl Street, Boston, Mass., bi-monthly.

"For forty years devoted to the interests of firemen and their organizations."

International Fire Fighter, Fred W. Baer, Editor, Washington, D. C., monthly.

Official organ of the International Association of Fire Fighters.

Recent Fire Publications

The Labor Bureau, Inc., 1 Union Square, has compiled the statistics concerning the salaries of firemen in New York City for the years 1898-1920. These statistics are presented in the form of a chart and show the four grades of the firemen as well as lieutenants, captains and higher officials. It is the result of a large amount of research into New York City documents.

Lack of space prevents the reviewing of several useful handbooks of fire prevention. They may be consulted here in the Library.

Proclamation

TO THE PEOPLE OF THE CITY OF NEW YORK:

In conformity with the action of the President of the United States, the governors of most of the states and the mayors of many cities, I hereby proclaim and designate October 9, 1920, as Fire Prevention Day.

I also urge all citizens to lend the fullest possible cooperation to the practical success of the day's observance for the following reasons:

First — Fire constitutes a serious menace to the lives of our citizens.

Second — Fire is a constant drain upon our material resources. Its actual destruction of wealth amounts to many millions of dollars each year.

Third — Most fires are preventable. They have their origin in carelessness and owe their spread to untidy premises or other lack of proper precautions.

Fourth — At a time of great scarcity of apartments and houses, the available supply is still further reduced by fires in the homes of the city.

I therefore urge an immediate system of self-inspection by the owners and occupants of all residential or business premises, throughout the city. I call upon all citizens to promote the public safety by removing all accumulations of rubbish and litter, by setting in order all defective stoves, furnaces, chimneys and flues, by replacing all defective wiring, by maintaining the freedom of fire escapes, stairways and halls and by otherwise co-operating in the effort to make Greater New York a safe community inhabited by careful citizens.

I urge the widest possible extension of fire prevention education in our public, private and parochial schools, the general schoolroom use of Fire Prevention Day programme and the generous cooperation of the clergy and the public press in giving wide publicity to the subject of the day.

IN WITNESS WHEREOF, I have hereunto set my hand and given the official seal of the City of New York to be affixed.

Done in the City of New York this twenty-ninth day of September, in the year of our Lord, one thousand nine hundred and twenty.

JOHN F. HYLAN,

September 29, 1920.

Mayor.

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Volume VII

6 October 1920

Number 6

New State Laws

In the Extraordinary Session of the Legislature held September 20th – 24th, fifty-one bills were introduced into the Senate and sixty-seven in the Assembly. Of this total, twenty-one were passed and have been signed by the Governor and have become Laws of 1920, Chapters 941–961 inclusive. Twelve of these are laws relating to housing, one to public service and the others general. You are welcome to consult these bills and laws in the Municipal Reference Library.

American Civic Association

The American Civic Association, of which J. Horace McFarland is President, is to hold its sixteenth annual convention this year in Amherst, Mass., at the State Agricultural College, Oct. 14–16. Country Planning is to be the major topic of discussion, but the national parks and state parks will be considered, as well as rural and village problems. The tentative programme of the meetings has been printed and may be obtained from the Secretary of the Association, Eleanor E. Marshall, Washington, D. C.

Public Art in St. Louis

An interesting contribution to civic art is that of Mary Powell, Chief of the Art Department of the St. Louis Public Library. She has listed the sculpture, mural decorations, stained glass and noteworthy buildings in the City of St. Louis and of each gives a brief history and description, citing references where more detailed accounts of that piece of art may be read. By bringing together all the facts concerning the art of the city, this bulletin may serve as a guide to sight-seers and as a handbook to the citizens.

The Probation Bureau

The Magistrates' Court of New York has issued a special report which is "an account of the development and accomplishments of probation, particularly during the past four years." This treatise, "The Progress of Probation," written by Edwin J. Cooley, Chief Probation Officer of the Magistrates' Court, is a splendid presentation of the work of probation in general and of New York in particular. He clearly shows the relationship of probation to the whole community and with this in mind has set forth the principles and methods of the courts so that the public may be informed and help to carry on the work of probation more effectively. The Probation work of the Magistrates' Courts and the Probation problems in New York City, the main chapters, are preceded by a general introduction of the subject in accordance with modern sociological theories, and followed by a plea to the public for increased facilities, enlarged staff and better salaries to improve this important adjunct to the Courts.

City Budget Facts

The Bureau of Municipal Research, Toronto, Canada, has presented a study of the city budget for 1920. Part I discusses the Budget Proper, and Part II will discuss the Public Service Enterprises of the City. The frontispiece of this 16-page leaflet shows in graphic form how the taxes are spent, and a number of charts and tables answer the questions: what is each activity of government to cost, who is to make the expenditures, and what is to be purchased? Total assessments and rate of taxation are also given. This simple presentation is prepared for the ordinary citizen and the Director, Horace L. Brittain, is to be complimented on his success in making the facts clear. The study may contain suggestions for other cities.

BOOK REVIEWS

Democracy

Paul Kester in his book *Conservative Democracy* (Indianapolis: Bobbs-Merrill Co., 1919. 82 p. 321K48cd) says that "Democracy is the only philosophy of government which can solve all problems with justice and with evolutionary practicality, for it is merely a sane application of true principles." He describes the rival theories of government; autocracy, socialism, and then takes up the principles of democracy and its stability; and shows its relations with individual opportunity, inheritance, economic adjustment, modern industrialism and government ownership. The author also emphasizes the importance of education in citizenship, and tells of the obligations of international citizenship which will eventually bring ultimate harmony in international policies.

Automobiles

Morris A. Hall, Editor of "Automotive Engineering" has published *Automobile Construction and Repair* (Chicago: American Technical Society, 1920. 711 p. 629.2H14ac). Because of the lack of correct information in this important field of engineering, the author has prepared a large book, carefully written, with every part of the automobile explained and illustrated. This is the book for a man who is interested in machinery, who wishes to understand his own motor.

Civics

The Wisconsin edition of Dr. D. O. Kinsman's *Essentials of Civics* (Appleton, Wis.: The College Press, 1919. 319 p. \$1.15. 354K62ec) has recently been received. Though written expressly for Wisconsin schools, it should be of value to every student of good government. The opening chapters deal with a discussion of the qualities of a good citizen. Dr. Kinsman then describes in a clear, concise manner the organization and functions of the school district, town, county, Wisconsin State and Federal governments. The last chapter is devoted to a discussion of the League of Nations. It is particularly well planned for text book use by the inclusion of review questions on each chapter, and references to other works. The topically arranged index adds to its value as a reference work.

Politics

The changing conditions after a war which influence the politics of a nation have been depicted by Theodore E. Burton in *Modern Political Tendencies* (Princeton University Press, 1919. 119 p. 321B95mp). The author writes that dominant political tendencies center around four important questions: the relation of governments to the governed; the relation of the governed each to the other; the relation of the central government to its constituent parts; and international relations. As a result of the war special tendencies will be developed, such as the changing relations of the state toward the individual, the increase in humanitarian movements, and the stimulation of national spirit.

Ideals of Government

H. J. Mackinder in *Democratic Ideals and Reality*: a study in the politics of reconstruction (New York: Henry Holt & Company, 1919. 266 p. 321M19di) has used outlines published several years before the war and now enlarged to embody the text of the present work. The author believes that in nature there is no such thing as equality of opportunity for nations and that geographical conditions are such as to influence the growth of empires, and in the end a single World Empire, if we can establish a world power that will keep the law and not grow into tyranny.

Criminology

We received an interesting book on criminology by Dr. Charles Mercier, the noted English police surgeon, entitled *Crime and Criminals* (New York: Henry Holt, 1919. 365M54). His chapters named "Kinds of Crime" and "Criminals" distinguish it from other works on the same subject. It is here that the claim of the work to be an important addition to the field of criminal jurisprudence is justified. Dr. Mercier advances the idea that the turpitude of the criminal should be judged by the intention with which he performs the act, and not by the act itself; therefore the intention in the criminal's mind should determine the punishment. The author's clearness of statement should commend this work to the average student.

CURRENT CIVIC LITERATURE

Aeronautics

PAGE, V. W. The A-B-C of aviation. 1919. 274 p., charts. diagrs. 629.13P15

Building Construction

New building in American cities. (American City, Sept., 1920. p. 274.)

Cement

BLOUNT, Bortram. Cement. 1920. 284 p., plates. 691.5B62

Civic Centers

GRAND CENTRAL development seen as great civic center. New York passenger terminal and adjacent property surpassing expectations as unit including depot, post office, hotels, office buildings, apartments, clubs and stores—use of "air rights" above tracks—service and power units. (Engineering News-Record, Sept. 9, 1920. p. 496-504. illus.)

Cost of Living

MINNESOTA. Department of agriculture. Investigation of the cost of clothing, by J. H. Hay. May, 1920. 12 p. (Bull. no. 6.) VF

— Investigation of the trade practices and profits involved in the manufacture and sale of boots and shoes, by J. H. Hay. May, 1920. 15 p. (Bull. no. 7.) VF

Finance

KANSAS CITY, Mo. Comptroller. Annual report for the fiscal year 1919, beginning April 22, 1919, and ending April 19, 1920. 157 p. 352.29K2

NEWARK. Department of Revenue and Finance. Annual report of the Director, for the year 1919. 1920. 260 p. 352.29N6

Gasoline

UNITED STATES. Bureau of Mines. Motor gasoline survey, by N. A. C. Smith. Feb., 1920. 8 p., typewritten. VF

— July, 1920. 8 p., typewritten. VF

Government

NORTHCOTT, C. H. Australian social development. 1918. 302 p. (Columbia University. Studies in history, economics and public law, no. 189.) 321A8sd

Housing Problem

ANALYSIS of housing situation presented by city club. Favors exemption from general property tax of single and tenement houses begun within two years rather than exemption of mortgages. (Record and Guide, Sept. 11, 1920. p. 343, 344.)

ARCHITECTS say extra story on tenements is feasible. (Record and Guide, Sept. 4, 1920. p. 312.)

CALDER, W. M. Dwelling houses versus garages. (Current Affairs, Sept. 6, 1920. p. 12.)

GOVERNOR Smith says city can build homes in crisis. (Record and Guide, Sept. 4, 1920. p. 311.)

LEGISLATURE flooded with landlord and tenant bills. Special session asks Congress to investigate building material situation and considers measures to aid new construction. (Record and Guide, Sept. 25, 1920. p. 415-416.)

REAL ESTATE Board of New York. Recommendations on legislation to relieve the housing shortage, submitted to the Governor, the Joint Legislative Housing Committee and the Legislature for the special session of Sept. 20, 1920. 1920. 11 p. VF

TEN years' building and housing activity in New York. (Engineering News-Record, Sept. 23, 1920. p. 598-599.)

Juvenile Delinquency

RUSSELL SAGE Foundation Library. Juvenile delinquency, by F. W. Jenkins. Aug., 1920. 4 p. (Bull. no. 2.) VF

Legislation

PUBLIC Affairs Information Service. Index to State Legislation, 1920. Sept. 25, 1920. 16 p. (Special issue of Bulletin.)

Milk Supply

RHODE ISLAND. State Library. Legislative Reference Bureau. 1916-1919 legislation relative to milk (in the several states), a digest, by Donald H. Curtis. April, 1920. 9 p., typewritten. VF

Motor Vehicles

NEW YORK buys motor trucks by the hundred. Two hundred and twelve motor trucks and seventy-five motor flushing machines for the Department of Street Cleaning. (Public Works, Sept. 11, 1920. p. 240-241.)

N. Y. C. Budget

BOARD of Estimate and Apportionment. Departmental estimate for budget of 1921. Part 1. (In: City Record, Sept. 25, 1920. 56 p.)

THE BUDGET of the New York City Board of Education. (School and Society, Sept. 4, 1920. p. 163-164.)

Schools, Medical Inspection

COUNTRYMAN, E. B. Beginning a school inspection. (Public Health Nurse, Aug., 1920. p. 668-674. illus.)

Snow Removal

HUSSON, Joseph. Why it pays to remove snow and some of the things the fleet owner can do to help. (Commercial Vehicle, Sept. 1, 1920. p. 70-71. illus.)

Street Railways

CLARK, H. C. Service at cost plans. An identical analysis of statutes, ordinances, agreements and commission orders in effect, or proposed, together with a discussion of the essentials of local transportation franchises. 1920. 315 p. 388C55ia

DETROIT Bureau of Governmental Research, Inc. Memorandum to Joseph Goodwin, general manager for the Street Railway Commission re type of street railway construction used in St. Joseph, Missouri, and Cleveland, Ohio. Sept., 1920. 7 p., 3 blue prints. VF

Swimming Pools

WALLACE and Tiernan Company, Inc. The sanitation of swimming pools. 1920. 31 p. illus. (Technical publication no. 21.)

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Volume VII

13 October 1920

Number 7

MONTHLY LIST OF NEW YORK CITY PUBLICATIONS

No. 57

Board of Aldermen. Approved papers for the period ended Aug. 28, Sept. 18, 1920. no. 541-606, inclusive. (City Record, Aug. 28, Sept. 18, 1920. p. 5511-5516; 6031-6032.)

— Calendar, after recess, 1920; Oct. 5, 1920. no. 27-28.

AL2.15

— Proceedings of the meetings held July 9, 13, 26, Aug. 12, 13, Sept. 8, 1920. p. 53-744.

AL2.16

— Proceedings of the meeting held Oct. 5, 1920. (City Record, Oct. 7, 1920. p. 6271-6294.)

Board of City Magistrates. The progress of probation; the greatest forward step in a generation in the rational and humane treatment of delinquents. Oct., 1920. 36 p.

C81.65pp

Board of City Record. The City Record. v. 48, no. 14353-14378. Aug. 2-31, 1920.

— The City Record. v. 48, no. 14379-14403. Sept. 1-30, 1920.

Published daily except Sundays and holidays.

— [Index to City Record.] v. 48, no. 14327-14352. July 1-31, 1920.

With City Record of Aug. 18, 1920.

— [Index to City Record.] v. 48, no. 14353-14378. Aug. 2-31, 1920.

With City Record of Aug. 21, 1920.

Municipal Civil Service Commission. Minutes of the meetings held July 7, 8, 10, 14, 16, 20, 22, 24, 27, 28, 29, 1920. (City Record, Aug. 31, Sept. 1, Oct. 4, 1920. p. 5543-5545; 5559-5561; 6237-6242.)

Department of Correction. Report, for the year 1917. [1920.] 62 p. **C75.01**

Court of Special Sessions. Annual report for the year ending Dec. 31, 1919. 1920. 62 p. **C84.01**

Board of Education. Bulletin of High Points. v. 2, no. 7. Sept., 1920.

Ed8.04hp

— Minutes of the meetings held Jan. 7, 14, 28, Feb. 11, 25, March 10, 24, April 1, 5, 8, 14, 28, May 3, 11, 19, 26, June 9, 16, 23, 1920. p. 1-1258. **Ed8.16**

Department of Education. Minutes of the Board of Superintendents. June 18, 22, 25, July 2, 9, 14, 16, 17, 21, 22, 26, 28, 1920. p. 357-466. **Ed9.92Su7**

Board of Estimate and Apportionment. Calendars for Aug. 9, 12, 20, 31, Sept. 24, Oct. 1, 8, 1920. no. 36-42. **Es8.15**

— Departmental estimates for budget of 1921. Part 1-3. (In: City Record, Sept. 25, Oct. 2, Oct. 8, 1920. p. 1-120.)

— Minutes, Oct. 1 - Nov. 30, 1919. [1920.] 4189-5936 p. v. 6-7. **Es8.16**

— Minutes of the meetings held July 12, 16, 21, 28, 30, 1920. p. 3801-4320. **Es8.16**

— Minutes of the meetings held Aug. 6, 9, 12, 20, 31, 1920. (City Record, Sept. 14, 16, 17, 21, 1920. p. 5816-5862; 5891-5989; 6008-6017; 6072-6077.)

— Report of the Chief Engineer, for the year 1918. [1920.] 156 p.

Es8.71C43

Department of Health. Epidemic or lethargic encephalitis in children, by J. B. Neal. July, 1920. 17 p. (Reprint series no. 90.) **H34.31r90**

— Food and Drug Bulletin. v. 2, no. 8. Aug., 1920. **H34.24d**

— Monthly Bulletin. v. 10, no. 7-9. July-Sept., 1920. **H34.24m**

— Sanitary code: amended Jan. 22, Feb. 25, April 29, May 6, June 16, July 29, 1920. **H34.42sa**

Sec. 155. Milk, skimmed milk, cream, condensed or concentrated milk, condensed skimmed milk and modified milk; sale regulated; term "modified milk" defined; exception. (Amendment no. 89.)

Sec. 90. Drugs; manufacture and sale regulated; the terms "drugs," "adulterated," and "misbranded" defined. (Amendment no. 90.)

Sec. 177. Ice cream; sale of adulterated or misbranded prohibited; the terms "ice cream," "adulterated" and "misbranded" defined. (Amendment no. 91.)

Sec. 178. Food gelatin; sale of adulterated or misbranded prohibited; the term "food gelatin," "adulterated" and "misbranded" defined. (Amendment no. 92.)

Sec. 171. Shellfish, sale of adulterated or misbranded prohibited. (Amendment no. 93.)

Sec. 164. Shellfish, sale regulated. (Amendment no. 94.)

Sec. 188. Certificate of chemist; presumptive evidence of facts. (Amendment no. 95.)

Sec. 230. The manufacture and sale of hair brushes and hair cloth. (Amendment no. 96.)

Sec. 190. Clinical thermometers; sale regulated. (Amendment no. 97.)

— Some fallacies regarding narcotic drug addiction, by S. D. Hubbard. May, 1920. 12 p. (Reprint series no. 88.) **H34.31r88**

— Staff News. v. 8, no. 9. Sept. 1, 1920. **H34.24st**

— Weekly Bulletin. n. s., v. 9, no. 35-41. Aug. 28, Sept. 4, 11, 18, 25, Oct. 2, 9, 1920. **H34.25**

Department of Parks. [Monthly reports] of the New York Meteorological Observatory, July, 1920. **P22.71m**

Department of Plant and Structures. Summary of a few facts concerning three of the functions of the department; municipal bridges, municipal ferries, municipal garage. 1920. 15 p. **P69.65bf**

Examining Board of Plumbers. Report for the quarter ended Sept. 30, 1920. 1920. 1 p., typewritten. **P73.03**

Commissioners of the Sinking Fund. Calendar for Sept. 8, 1920. no. 18, meeting no. 20. **Si6.15**

— Proceedings of the meetings held Sept. 8, 17, 1920. (City Record, Sept. 18, 23, 1920. p. 6033-6038; 6111.)

Board of Standards and Appeals. Bulletin. v. 5, no. 32-40. Aug. 10, 17, 24, 31, Sept. 7, 14, 21, 28, Oct. 5, 1920. **B86.25**

Board of Water Supply. Fourteenth annual report, accompanied by report of the Chief Engineer, for the year ending Dec. 31, 1919. 1920. 82 p., tables. **W28.01**

Metropolitan Museum of Art. Bulletin. v. 15, no. 8. Aug., 1920. **XM56b**

New York Botanical Garden. Journal. v. 21, no. 248. Aug., 1920. **XN52j**

New York Public Library. Branch Library News. Sept., 1920. v. 7, no. 3. **XN51br**

— Bulletin. v. 24, no. 8-9. Aug.-Sept., 1920. **XN51b**

— *Municipal Reference Branch.* Municipal Reference Library Notes. v. 7, no. 1-6. Sept. 1 - Oct. 6, 1920.

New York Zoological Society. Zoological Society Bulletin. v. 23, no. 4. July, 1920. **XN53z**

NEW YORK STATE

Public Service Commission. First District. Proceedings of the meetings held Oct. 1, 2, 3, 6, 7, 8, 9, 10, 11, 14, 15, 17, 18, 20, 21, 23, 24, 27, 28, 29, 30, 31, 1919. p. 945-982.

Transit Construction Commissioner. Proceedings of the meetings held March 2, 3, 6, 10, 12, 16, 19, 23, 25, 29, 30, 1920. p. 231-346.

— Transit Construction Record. v. 7, no. 8-9. Aug.-Sept., 1920.

BOOK REVIEWS

Cement

The country has suffered an enormous annual loss through fires in farm buildings of frame construction. The farmer desires some better building material. H. Collin Campbell, Director of the Advertising Bureau of the Portland Cement Association, who was raised on a farm, never lost sight of the farmers' needs in preparing the textbook *How to Use Cement for Concrete Construction for Town and Farm* (Chicago: Stanton and Van Vliet Co., 1920. 380 p. 691.5C15h). The book includes formulas, drawings and specific instruction so that the reader is enabled to construct farm equipment.

Fire

Fire College Extension Course and Supplement to Fire Department Promotion Examination Instruction (Civil Service Chronicle, 1919. 247 p. 351.61C49fb) compiled and edited by Solomon Hecht, is a textbook that all firemen may profitably use. It contains the complete Fire College Extension Course which was given at the New York Fire College in 1916 and also

has a section in which are given the drawings of every tool in use in the New York Fire Department with a description of each. As a guide to promotion examinations recent specimen questions, and answers of civil service examinations, are given.

Automobiles

Victor W. Pagé's *Model T. Ford Car* has appeared in its new and enlarged 1920 edition. (Norman W. Henley Publishing Co., 1920. 410 p. 629.2P14m.) This edition should be even more popular than the earlier useful editions, as it contains information and instructions for the Fordson farm tractor and the F. A. lighting and starting system, as well as all the principles and parts of the Ford. Numerous illustrations and diagrams make the instructions and explanations easily understood by a novice.

Presentation of Facts

Business executives will find in Horace Secrist's *Statistics in Business* (McGraw-Hill Book Co., 1920. 137 p. 310Se2) a splendid guide when making an analysis of their business. How

facts may be secured, how tabulated, how to classify them and to make concrete comparisons through the means of graphs and charts are simply explained in this handbook. The general sources for facts of capital, of labor, production, market, etc., are given, and the various kinds of diagrams with explanations how to use them, make the most interesting and useful chapters of the book. No city official or head of a department or a business man who has an annual report to make can afford to miss the suggestions contained in Mr. Secrist's book.

Electricity

Dr. T. O'Connor Sloane, in the new edition of his *Electricians' Handy Book* (New York: Norman W. Henley Publishing Co., 1917. 823 p. 621.3S15Hb) has introduced many changes which cover the field of new discovery and research. He has eliminated much that was theo-

retical and endeavored to make his book what its name implies, a practical reference book for the busy engineer. The treatment of the subject matter is clear, simple, and within the grasp of the lay reader. Six hundred diagrams, as well as an extensive index, add value to the work.

Bills and Notes

The Conflict of Laws Relating to Bills and Notes is an intensive comparative study made by Professor Ernest G. Lorenzen of Yale (Yale University Press, 1919. 337 p. 347.7L88c). The author's conviction was that a uniform act for the United States relating to bills and notes was necessary, and in surveying the field preparatory to such an act a comparison of the municipal law of bills and notes was undertaken. Foreign laws and the provisions of the Hague Convention on this subject are also presented in this volume.

CURRENT CIVIC LITERATURE

Budget Making

GULICK, L. H. Municipal budget standards. (American City, Sept., 1920. p. 309-313.)

RHODE ISLAND. State Library. Legislative Reference Bureau. The budget system, by H. W. Lord. Jan., 1920. 27 p., typewritten. VF

Canals

NEW YORK STATE. Superintendent of Public Works. Annual report on the canals of the State for the year ended June 30, 1919, and on the trade and tonnage of the canals for the year 1919. 1920. 492 p. (Legislative doc. no. 109.)

PROGRESS on new Welland Ship Canal. (Canadian Engineer, Sept. 9, 1920. p. 319-330, plans. illus.)

Charters

ATLANTA outlines new charter. Provides for city manager — curtailed councilmanic body — summary of principal features. (Modern City, Sept., 1920. p. 22-26.)

Civics

DAWSON, Edgar. Organized self-government. 1920. 383 p. illus. 354D32os

UNITED STATES. Bureau of Education. Civic training through service, by A. W. Dunn. June, 1920. 13 p. (Teachers' leaflet no. 8.) VF

— Lessons in civics for the three primary grades of city schools, by Hannah M. Harris. July, 1920. 64 p. (Teachers' leaflet no. 9.) VF

Civil Service

MILWAUKEE. City Service Commissioners. Twenty-fourth annual report covering the year 1918, and twenty-fifth annual report covering the year 1919. [1920.] 96 p. 351.42M5

Courts

STERN, Leon. Training the probation workers of the Municipal Court of Philadelphia. (Pacific Municipalities, Aug., 1920. p. 326-327.)

English

RICKARD, T. A. Technical writing. 1920. 178 p. 428R42

Landscape Architecture

HARVARD University. School of Landscape Architecture. Library. List of bibliographical publications, 1912-1920. March, 1920. 4 p., typewritten. VF

JENNINGS, Frederick. The architecture and landscape architecture of Los Angeles and vicinity. (Architect and Engineer, Aug., 1920. p. 47-94. illus.)

Police

NAUGHTON, W. B. Policing the second city of the United States. (National Police Journal, Aug., 1920. p. 3-8. illus.)

Probation

NEW YORK STATE. Probation Commission. Twelfth annual report for the year 1918. 1919. 576 p. charts. (Legislative doc. no. 116.)

Sewage Disposal

GASCOIGNE, G. B. The design of Cleveland's sewage-treatment works. (Engineering News-Record, Aug. 19, 1920. p. 344-349.)

Smallpox

ALLEN, W. C. Must we prepare for a pandemic of small-pox? (Modern Medicine, Aug., 1920. p. 571-572.)

McVAIL, J. C. Half a century of smallpox. 1919. 86 p. 614.521M25

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NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

20 October 1920

Number 8

Good Citizenship

"Good citizenship is the subordination of one's desires and inclinations to the common good; the faithful observance of just laws and ordinances; the acceptance of the duties and obligations of citizenship as well as its advantages and its protection; loyalty to one's family, one's city, one's state and one's Nation."

— L. F. Kneipp.

Cooperative Society

• An interesting cooperative venture is described in the "Municipal Magazine," July, 1920 (Johannesburg, South Africa). "There can be no doubt that the only real defense against profiteering, especially in the case of the salaried classes, is cooperation, and the endeavor to consolidate the spending power of the thousands of public servants in this country is bound to appeal strongly to all those, who, for lack of combination and cooperation, have been long and severe sufferers." The Public Services Cooperative Association, Limited, has been formed with a capital of £200,000 in £1 shares; only those engaged in the public services of the Union of South Africa or Rhodesia, or the wives and widows of such, may be members.

"A Little Paper with a Big Purpose"

We mentioned in the "Notes," Feb. 18, 1920, a new periodical, "Better Times," then the official organ of the United Neighborhood houses of New York. With the present issue, October, "Better Times" has enlarged its scope to include all private organizations and public departments which are working toward the solution of community problems. It has also enlarged its physical size and changed its slogan. These two thousand charitable and social betterment organizations which are represented by "Better Times" have a combined budget of \$150,000,000 per annum. Mr. George J. Hecht, formerly with the United States Committee on Public Information, continues as editor. An article on the Department of Public Welfare cites some of the recent and important activities of that Department.

What Other Cities are Doing

For the benefit of newly enfranchised women, The *Toledo City Journal* has begun a series of articles called "Information Service for Women Voters." This series aims to teach the history of Toledo's city government, and the articles take the form of questions and answers concerning the local government.

A special court for traffic violators was opened on Sept. 28th in *Minneapolis*. Tuesday and Friday mornings are devoted to these matters by the judge of the Conciliation Court.

Liverpool Corporation Finance Committee is considering a proposal to establish for advisory purposes a rent bureau in the municipal offices where citizens and householders may obtain information concerning the general application of the Rent Act, 1920, so states the "Municipal Journal."

Green Bay, Wis., used an aeroplane in making a city plan for that city; it is reported to be the first time an aeroplane has been used in city planning work.

City of Cape Town, South Africa, has a municipal orchestra. It was formed in 1914, and has helped to make that city the musical center of the Union.

City of Detroit is planning to build a new bridge to Belle Isle; bids have been asked for.

• The Akron, Ohio, Chamber of Commerce has completed an eight months' housing survey. The number of residences, flats, apartments, etc., and the amount of rent paid are listed, and rooming houses are enumerated.

A city planning commission has been named by the mayor of Lansing, Mich. A survey of the city will soon be made.

BOOK REVIEWS

Municipal Government

The first edition of the *Government in American Cities*, by William Bennett Munro, appeared in 1913, a second in 1916, while the third has just been published (Macmillan Co., 1920. 456 p. 352M92b). This volume, like the previous ones, describes the machinery of city government in the United States, with emphasis on the framework of the government, rather than the administration or functioning. The material of the previous editions has been brought up to date, and a chapter on the Greater Cities, New York, Chicago, Philadelphia and Boston, has been added. In this chapter the history of the municipal government of each city and a description of the departments are briefly given. This one chapter will probably make the textbook more attractive to the teachers and students in the local civics courses. Each chapter is followed by a list of references. A good index makes the text easily used. This is undoubtedly one of the best texts of municipal government, and supplemented by Prof. Munro's *Government of European Cities*, civic classes have available in handy form most of the material they need.

School Costs

W. Randolph Burgess in his *Trends of School Costs* (Russell Sage Foundation, 1920. 142 p. 370B91tc) has analyzed the statistics of public school finance and has shown that "school budgets in American cities should be twice as large as before the war." Teachers' salaries are compared with the cost of living and with salaries of other workers, data on building costs are presented and the sources of income are studied. This is a companion volume to Dr. Ayres' *Index Number for State School Systems* (370Ay2in).

Heating and Ventilation

Engineers and architects have for many years struggled with problems of heating and ventilating, and many methods have been tried and found ineffective. John R. Allen and J. H. Walker have written a text (McGraw-Hill Book Co., 1918. 305 p. 697A5) which engineers are finding to be one of the best expositions of the subjects; it gives working methods of design as well as theory of heating and ventilation. Charts, graphs and tables and very readable type with important phrases in black-faced type, and a general index, add to the usefulness of this textbook.

Government

Democracy and Government, by Samuel Peterson (New York: Knopf, 1919. 287 p. 321P-44dg) is another good book to be added to a

collection on political institutions. What constitutes the ruling power of the state, and what is the organization of government that shall carry into effect the ideas of the people, are the questions that are taken up in these five chapters devoted to the government of the United States.

Landing Fields

Capt. Bruce Eytinge of the New York Aerial Police has prepared a flying guide *The Landing Field Guide and Pilot's Log Book* (published by the author, 4554 Park Avenue, New York City. 64 p. 629.13Ey8f). This is intended as a pocket guide for the air pilot and contains the general rules at United States Flying Fields, rules of the air, air routes and hints. Its most valuable portion, especially from the civic standpoint, is the list of landing fields (eleven hundred and fifty), arranged alphabetically by states and then cities. In many cases the size of the field, its marking and its location are given. Chambers of commerce and city officials, as well as aviators, will find this handbook interesting.

Health Problems

The Proceedings of the International Conference of Women Physicians, which was held in New York City, Sept. 15th - October 25th, 1919, have appeared in a series of six paper-bound volumes published by the Womens Press (614-Y8inc). The subjects treated are: General problems of health, industrial health, health of the child, moral codes and personality, adaptation of the individual to life, and conservation of the health of women in marriage. Fourteen nationalities were represented at the Conference and throughout all these countries it was felt that more extensive organized health educational work is essential. Opportunities for health betterment in both city and rural districts were discussed. Both the physician and the layman can profitably read these discussions.

Automobile Encyclopedia

A. L. Dykes' *Automobile and Gasoline Engine Encyclopedia* (published by the author, St. Louis, 1920. 940 p. 629.2D99) has an enormous amount of concise information packed into its 940 pages. This twelfth edition, a reference book on automobile and gasoline engine construction, operation and repair, with its numerous charts and inserts, is the best known encyclopedia on the subject. The fifty different sections cover everything connected with the assembly of the car, the engine, electrical equipment and carburetion. It is made usable by its general index. Particularly useful is the dictionary of automobile terms and the chapter on insurance, licenses and laws in the various states.

CURRENT CIVIC LITERATURE

Automobiles

PAGÉ, Victor W. Automobile starting, lighting and ignition. Elementary principles, practical installation, instructions for repairing. 6. ed., rev. and enl. 1920. 815 p. diagrs. illus. 629.2P14

Bacteriology

CAREY, H. W. An introduction to bacteriology for nurses. 2. rev. ed. 1920. 149 p. 616.01C18ba

RUSSELL, H. L., and E. G. Hastings. Outlines of dairy bacteriology; a concise manual for the use of students in dairying. 1920. 11. ed. 231 p. illus. 614.321R91od

Blue Prints

VIGNEAU, E. R. How to understand the reading of blue print drawings. The fundamental principles simply explained. 1919. 169 p. charts. 771V68

Building Materials

MINNESOTA. Department of Agriculture. Investigation of the trade practices and profits involved in the manufacture and sale of building material, by F. H. Peterson. July, 1920. 31 p. (Bull. no. 9.) VF

Child Welfare

UNITED STATES. Children's Bureau. Standards of normal development and physical fitness for working children. Preliminary report of a committee appointed by the United States Children's Bureau, Dec., 1919, to formulate standards of normal development and sound health for the use of physicians in examining children entering employment and children at work. July, 1920. 16 p., typewritten. VF

City Planning

BARTHOLOMEW, Harland. A comprehensive city plan for East St. Louis, Illinois, prepared for the War Civics Committee. 1920. 63 p., maps. (6 p. Appendix.) 352.582E3cc

Directories

AMERICAN Wool and Cotton Reporter. [Handbook of textile corporations], 1920. 1920. 1330 p. Am3

MOTION Picture News, Inc. Motion picture studio directory and trade annual, 1920. 6. ed. 1920. 534 p. illus. 175.5M85

WINSLOW, H. M., editor. Official register and directory of women's clubs in America; containing also a directory of club lecturers, entertainers... v. 22. 1920. 144 p. illus. W84

Government, State

WALDMAN, Louis. Albany: the crisis in government. The history of the suspension, trial and expulsion from the New York State Legislature in 1920 of the five Socialist Assemblymen by their political opponents. 1920. 233 p. 354.01N7cg

Labor Problems

BROOKS, John G. Labor's challenge to the social order; democracy its own critic and educator. 1920. 441 p. 331B79Lc

Mental Tests

YOAKUM, C. S., and R. M. Yerkes. Army mental tests. 1920. 303 p. diagrs. 373.11Y7

Ordinances

CLEVELAND. Ordinances. Index to miscellaneous ordinances, general ordinances, special ordinances, resolutions. (Cleveland. City Record. Index, 1919. p. 318-343.)

Parks

CRET, Paul P. The Fairmount Parkway in Philadelphia. (Park International, July, 1920. p. 13-24. illus.)

PEASLEE, H. W. Park architecture. 1. Bathing establishments. (Park International, July, 1920. p. 25-34. illus.)

Sanitation

CLEVELAND. Ordinances. Ordinance no. 46186-A; an ordinance establishing a sanitary code for the Division of Health of the City of Cleveland. Passed July 12, 1920. Effective Aug. 22, 1920. (Cleveland. City Record, July 28, 1920. p. 6-38.)

Strikes

CROWTHER, Samuel. Why men strike. 1920. 232 p. 332.22C88ws

Teachers' Pensions

ILLINOIS. Teachers' Pension and Retirement Fund. Board of Trustees. Illinois State Teachers' Pension and Retirement Fund Law, handbook. Compiled and arranged by R. O. Clarida, secretary. rev. ed. Jan., 1920. 38 p. 372.613nb

Zone System

BOYD, John T., jr. The New York zoning resolution and its influence upon design. (Architectural Record, Sept., 1920. p. 193-217.)

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Volume VII

27 October 1920

Number 9

Automobile Traffic

A traffic survey made by the National Automobile Chamber of Commerce, facts gathered by the New Jersey Interstate Bridge and Tunnel Commission and some by the Department of Plant and Structures, set forth some astonishing statistics regarding the daily traffic into New York City. 154,700 cars and trucks enter and leave Manhattan daily. The average number of passengers carried per car is 2.7 and the average load is 1.14 tons. The traffic across the bridges is very heavy, at some hours as high as 1,344 per hour, and even a greater proportion of truck travel is found on the Jersey ferries. During a 24-hour count on 15 ferries the motor trucks numbered 7,482. It is estimated that 420,000 persons use automobiles to travel back and forth to the City, which is an equivalent of almost one-third of the travel daily on the Interborough subways. These figures do not include the passenger cars within the city borders. These statistics will help to give the citizens some appreciation of the problems of the Traffic Division of the Police Department.

State Aviation

The Aviation Commission, appointed on October 24, 1919, by Governor Smith to investigate the whole question of aeronautics with a view to recommending what the state should do for the promotion of the industry and for the regulation of aviation, has submitted a report in a printed pamphlet of 18 pages. It is recommended that the Aviation Commission be made permanent with powers to control all aeronautical matters, such as establishment of air routes, making of maps, certification of pilots, and organization of State Constabulary Force. One proposal is that the Commission visit all the principal cities, advise with the municipal authorities in regard to proposed sites for landing fields, and inspect those already established. Albany, Ithaca, Niagara Falls, Oneida, Port Jervis, Poughkeepsie, and Schenectady, are the cities in the State that have municipal landing fields. The New York City Aerial Police have five fields.

BOOK REVIEWS

Immigration and Americanization

A selection of readings on *Immigration and Americanization*, by Philip Davis, lecturer at Boston University, has been published by Ginn and Company (1919. 770 p. 326.1D29ia). It is intended to be used as a handbook for courses in these subjects in colleges, universities, Chautauquas and clubs. The selections are arranged in chronological order and according to a logical development of the subject matter. The readings selected are by the men best informed on these matters, and we find such representative names as J. W. Jenks, E. A. Ross, Lillian D. Wald, Franklin K. Lane, Louis Brandeis and Theodore Roosevelt.

America

Dr. E. A. Ross, in his little book entitled *What is America?* (New York: Century Co., 1919. 159 p. 321R73wa), has a chapter devoted to "Urban America." The development of the municipality, its struggle with political bosses, the commission form of government, the settlement and public welfare work, are discussed briefly but clearly. The chief thought of these essays is expressed by the author in his preface, as follows: "Since we are apt to blame someone for these strains communicated to us through others, it ought to help us keep our tempers if we recognize that for much

suffering no one is to blame. You cannot lay it to persons; it is simply a by-product of social evolution."

Chartography

Frank J. Warne has endeavored to present the elementary principles of *Chartography* in *Ten Lessons*. (Washington, D. C.: Frank J. Warne, 1919. 159 p. 310W24c.) "The graphic presentation and interpretation of statistics as a basis of recognition and understanding of industrial, political, financial, social, economic and other tendencies has become essential to practical men of affairs as well as to publicists, economists and others." Chartography is the best known method for presenting statistics, and the principles employed by the author are applicable to all kinds of charts. Questions at the end of each chapter add to the value as a textbook.

Civil Service

The Customs Service, a complete course of instruction for first and third-grade clerks in the Federal Service (New York: Civil Service Employees' Publishing Co., 1920. 338 p. 351-1N7), will serve as a textbook for those preparing for civil service examinations in this subject. Questions asked in former examinations are given and answered. This is printed in a handy size to be carried in the pocket.

CURRENT CIVIC LITERATURE

Accounting

KESTER, Roy B. Accounting theory and practice. v. 2. Second year text. Fifth printing. 1920. 796 p. 657K48

SHERWOOD, J. F. Public accounting and auditing. 1920. 258 p. 657Sh5pa

Americanization

BARNES, M. C. Neighboring new Americans. 1920. 68 p. 326.1B26nn

Child Labor

UNITED STATES. Children's Bureau. Industrial instability of child workers; a study of employment-certificate records in Connecticut, by Robert M. Woodbury. 1920. 86 p. (Industrial series no. 5. Bureau of publication no. 74.) 331.3Un3ii

Child Welfare

FISHER, Dorothy C. Mothers and children. 1914. 285 p. 370F53me

Citizenship

LEAGUE of Women Voters (Arkansas). 12 lessons in good citizenship for use of Arkansas women. [1920.] 22 p. VF

WOMAN's City Club of Chicago. Illinois voters' handbook. 1920. 110 p. 324.25W84

City-Manager-Plan

CRECRAFT, Earl W. Ashtabula's attack on P. R. and the city manager. (National Municipal Review, Oct., 1920. p. 623-626.)

City Planning

GRÉBER, Jacques. The public competition for the rearrangement and embellishment of Paris. (Park International, Sept., 1920. p. 109-120. illus.)

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

3 November 1920

Number 10

The Rat — A Municipal Menace

Rats are a great pest, particularly in port cities. Rats are carriers of disease and are apt to contaminate human food, as well as to destroy food and property. The destruction of the rat can only be satisfactorily accomplished by the combined efforts of the citizens and of the municipal government. E. G. Eggert, Sanitary Engineer in Texas, writes, in the "American City," August, 1920, that "general regulations and ordinances on rat-proofing and anti-rat measures must be created and enforced."

Various cities have had rat extermination campaigns. One was carried on vigorously last summer in Cincinnati, with the aid of the Biological Survey of the United States Department of Agriculture. Within recent years Baltimore cleared its public markets of rats, but finds it necessary to renew efforts in exterminating work at the wharves and docks. Texas City, Texas, is now engaged in a rat exterminating campaign.

It is estimated, so states "Greater New York," that every rat in New York City consumes \$1.80 worth of food during a year, besides doing a larger amount of destruction in other ways. A rough estimate leads to the belief that there is a rat for every one

of the population, so the cost of food they consume in a year equals \$10,000,000.

Teachers as Citizens

The Civic Bureau of the Seattle Chamber of Commerce — Arthur R. Priest, Director — made a special effort this fall to welcome the new teachers who were coming into the city. They were welcomed not only as school teachers, but as citizens. The teachers were assisted by this Bureau in securing rooming and boarding accommodations, their church affiliations were ascertained and the ministers of those churches informed of their arrival. On September 24th the Civic Bureau entertained them with an automobile drive around the city, followed by a dinner and dance in the evening. The teachers were appreciative and undoubtedly will have a greater civic spirit for Seattle on account of this attention by the Chamber of Commerce. This idea may be profitably followed by other communities.

What Other Cities are Doing

The Council of the Social and Health Agencies of *San Francisco* has been formed. Ninety-eight agencies, public and private, have organized themselves to work together for the good of the community. In this way they hope to eliminate the duplication of effort which has existed in the past.

An alderman in the Municipal Council of *Sydney*, Australia, proposes that the Council go in for funeral furnishing, entering into open competition with private firms now carrying on business as undertakers.

St. Joseph, Mo., has a Municipal Chimney Sweep who works in conjunction with the Fire Prevention Bureau. The city ordinance provides for the cleaning of chimneys in the town once a year. The owners of the buildings pay for this work at the rate of 25 cents for each story in the building. The result has been a decreasing number of fires caused by sparks and defective flues.

The *Chicago* Department of Health and other civic and social organizations are preparing a comprehensive health exposition which will be held in the Coliseum on Nov. 24-29. Dr. John D. Robertson, Commissioner of Health is the director general. The price of admission is only 30 cents, so that all may attend.

Several municipal corporations in England are considering the establishment of municipal brickworks, so "The Municipal Journal" informs us. *Glasgow* and *Bradford* are mentioned.

Salem, Oregon, has an Industrial Welfare Commission to arbitrate labor disputes. It is made up of three representatives of labor and three of employers.

Massachusetts Legislature has passed a bill which increases the number of the *Boston* City Council from nine to fifteen, the fifteen to be elected from council districts. The present system of election at large is to be abandoned. This measure comes before the people at the election on Nov. 2, and it is generally thought that it will be accepted.

A county civil service commission is proposed for *Wayne County*, Michigan, by the Board of Supervisors.

The Government Town Planner of *South Australia* (Mr. C. C. Reade) has been invited to visit the Federated Malay States for the period of nine months with a view to making recommendations for town planning in their states.

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Volume VII

10 November 1920

Number 11

Toledo's Street Railways

From Toledo we learn that at the election on November 2nd the voters came to a decision about their street railway controversy, which is of ten years' standing. The service-at-cost ordinance, which was approved, grants a franchise to the Community Traction Company, a newly incorporated company formed to take over the street railway interests of the Toledo Railways and Light Co. The two proposed bond issues for a municipal transportation system were voted down by the same majority that the ordinance was approved — two to one.

After the formalities of acceptance and transfer of property, a lower fare will be put into operation. The seven-cent cash fare, three tickets for twenty cents, and two-cent transfers will be reduced to six cents, five tickets for thirty cents, and one-cent transfers. After six months the fare will be determined automatically by the level of the reservoir, known as the Stabilizing Fund.

A Board of Street Railway Control, consisting of three members, uninterested in the Company and not employed by the city, is to be appointed by the Mayor, and they in turn choose a Street Railway Commissioner who will be charged with the duty of protecting the rights of the public. His office will be in connection with other city offices, but his salary will be paid by the Company.

The Board of Control will also prepare plans for more efficient operation and service; they are allowed one million dollars for such a re-arrangement of the system.

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No. 58

- Board of Aldermen.** Calendar for Oct. 19, 26, 1920. no. 28 (29), 30. **AL2.15**
 — **Manual, 1920-21.** 1920. 57 p. **AL2.65m**
 — **Proceedings of the meetings held Oct. 5, 19, 1920.** p. 1-148. **AL2.16**
 — **Proceedings of the meeting held Oct. 26, 1920.** (City Record, Oct. 28, 1920. p. 6533-6545.)
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 — [Index to City Record.] v. 48, no. 14379-14403. Sept., 1920.
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MUNICIPAL

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Volume VII

17 November 1920

Number 12

Municipal Association Conventions

The City Managers' Association, H. H. Freeman of Kalamazoo, Mich., President, Harrison G. Otis of New York, Executive Secretary, holds its seventh annual meeting in Cincinnati from Nov. 15th-17th. It gives promise of the presentation of splendid municipal research. "New Sources of City Revenue," discussion to be led by W. D. Heydecker of the American City Bureau; "Practical Budget Procedure," by C. E. Rightor; "City Planning," by Morris Knowles and George B. Ford, are some of the subjects and speakers.

Representatives from all parts of the United States are expected to assemble at the twenty-sixth annual convention of the National Municipal League in Indianapolis on Nov. 17th-19th. (Charles E. Hughes, President, and Harold W. Dodds, Secretary.) The street railway situation, the housing crisis, the direct primary, and a model state constitution are among the subjects to be discussed. City officials, teachers in government and experts in municipal affairs will no doubt find these meetings most profitable.

Index to Volume 6

Volume 6 of the Municipal Reference Library Notes consists of the issues from Sept. 1, 1919 to June 30, 1920. The index for this volume is being prepared, but it will not be printed and distributed until the first part of the year, probably in January, 1921.

What Other Cities Are Doing

Cleveland, Ohio, is building a \$5,000,000 municipal auditorium.

Dayton, Ohio, has a garbage reduction plant. In 1919 the receipts were \$47,500 and cost of operation and labor \$57,500 — a cost to the city of \$10,000.

Medford, Oregon, has established an aviation landing field; \$8,000 was appropriated by the county and \$1,000 by the Chamber of Commerce.

St. Louis appointed October 31 as Citizenship Sunday, when ministers preached upon citizenship, and all citizens were expected to consecrate themselves to fulfill their civic responsibilities.

Los Angeles, with the cooperation of the Goodyear Tire & Rubber Company of California, has established a municipal aviation field.

San Francisco is making plans to use an aeroplane in journeying from the City Hall to the high Sierras carrying the pay roll to the workers on the tunnels and dam at Hetch Hetchy.

Davenport, Iowa, has a new municipal playground, which is described in the "American City" for November.

In *Portland* the zoning ordinance which was before the people at the election failed to pass by a very small majority.

The electorate of *Baltimore* on Nov. 2nd ratified the loans which are to be made for city improvements.

The "National Municipal Review" states that *Rochester* has entered into a service at cost agreement with the New York State Railways, the corporation which operates the street car system of the city, to extend for a period of two years, subject to renewal if the city so desires. The agreement goes into effect immediately.

According to the "Electric Railway Journal" the *Paris* Municipal Council and the Conseil General of the Department of the Seine have acquired all surface transportation lines in Paris, France. These are to be paid for in annual installments. The transportation lines will not be operated directly by the municipality, but through the medium of an operating company, which will receive interest at 6 per cent, out of which the operating company must pay taxes. Provision is to be made, however, for a reward to the operating company for good management.

BOOK REVIEWS

A Text in Civics

A text in government for high schools, academies and normal schools has been prepared by S. E. Forman, *The American Democracy* (New York: Century Co., 1920. 474 p. 354F76a). It is a text-book in general civics, covering the principles and theory of government, the machinery of government and its accomplishments. The scope is very large and — necessarily in five hundred pages — each phase of the subject can only be discussed briefly. Chapters 26 and 51 are devoted exclusively to municipalities and municipal functions, but such functions are also referred to in many other chapters, as in education, laws, health, etc. The author, who is well versed in civics and American history, has based this text on a former one, "Advanced Civics," published in 1905, but has made this more comprehensive. New phases of democracy have been included, such as Americanization, and urban and rural problems.

Questions on each chapter, and a short selective bibliography and an index make it more useful to the teacher.

American Police Systems

The Bureau of Social Hygiene has issued a new volume in their series, *American Police Systems*, by Raymond B. Fosdick (New York: Century Co., 1920. 408 p. 352.35F78a). The author is particularly competent to present such a study, as in his capacity as Commissioner of Accounts of the City of New York, during the years 1910-1913, he made investigations of the various city departments, including that of the police. He spent a year in Europe as the representative of the Rockefeller Bureau of Social Hygiene making a study of police conditions, and has made a personal study of the police departments of all American cities of population over one hundred thousand. During the past year while engaged in war work abroad he continued his researches in London and Paris. This is a companion volume to his former work, *European Police Systems*, published in 1915. Mr. Fosdick has been assisted in bringing his material up-to-date by Mr. Leonard V. Harrison. The beginning chapter of *American Police Systems* is devoted to the conditions in America

which complicate the police problems and make them much harder to cope with than the European. "The efficiency of the Metropolitan Police Force of London, the operation of the detective bureau of Paris... have little comparable to them in America... To believe that the unfavorable comparison... is chargeable solely to politics or to the personnel of our forces is to overlook certain fundamental divergencies in national conditions, customs and psychology which pile up obstacles in the way of efficient police work in America almost beyond the conception of the average European official... The Metropolitan Police Force of London with all its splendid efficiency would be overwhelmed in New York..."

The history and development of the police function, the organization of departments made more graphic by the use of appended charts, discussion of the many divisions of police work, prevalence of crime in America, our faulty judicial system, our unenforceable laws, the breakdown of our police machinery due to politics, the use and abuse of civil service are all sympathetically and clearly presented.

The weakness of the police system, of the judicial system, the sentimentality of the people in relation to crime and the criminal, the large amount of crime does not make one feel proud of our municipal police systems, but the conclusions reached by the author in his final chapter give hope, and show that there has been an advance and improvement in American police methods. The whole book is a constructive criticism which will appeal to all citizens and city officials interested in the improvement of municipal government. "The vision of America will not be blind to the grave importance of the problem and the resourcefulness of America will not be baffled in attempting the solution."

Industrial Housing

Morris Knowles, an engineer of vast experience and the chief engineer of the housing division of the United States Shipping Board, understanding the need of the interdependence of engineer, architect, town planner, landscape gardener, sanitarian, utility designer, contractor, real estate agent and the public spirited business man and city official in the development of a successful city plan and in the solution of the housing problem, has written the splendid book *Industrial Housing* (New York: McGraw-Hill Publishing Co., 1920. 408 p. 613.5K76). No person in any of the above mentioned pro-

fessions can afford to overlook this comprehensive, and readable presentation of the subject of industrial housing. Housing is taken in its broadest meaning, with all its relations to other problems. The town plan, streets and pavements, water supply, sewerage, waste disposal and public utilities are some of the specifically municipal problems treated in this work. Illustrations and charts, a good bibliography and an analytical index complete its usefulness.

Law Made Plain to Business Man

Thomas Conyngton, of the New York Bar, has produced a new edition of his *Business Law*, a working manual of every-day law (New York: Ronald Press Co., 1920. 2 v. 347.7C76b1). He endeavors to point the way for the individual so that he may conduct himself and his business affairs without encountering the difficulties of a legal process. It is a valuable handbook; it can be referred to by the ordinary citizen because non-technical terms are used and the statements of law are plain and concise. The author goes on the theory that "an ounce of prevention is worth a pound of cure." This new edition is considerably expanded and also contains material which will answer the questions given in C. P. A. examinations. For the sake of students using this as a text, questions have been appended to each chapter. A glossary of terms and an analytical index add to its usefulness as a reference book.

Business men and women, students, and accountants especially will do well to consult Conyngton's *Business Law*. Much time and energy and expense of legal advice may be saved.

Americans by Adoption

Joseph Husband in his *Americans by Adoption* (Atlantic Monthly Press, 1920. 153 p. 920H95) has brought together the biographies of nine men who were foreign born but have achieved greatness as Americans. It is attractively written and gives only enough of the biography to show the compelling impulse which brought them to this, their adopted country, and led them to success. Such names as Stephen Girard, Carl Schurz, Andrew Carnegie, and Jacob Riis are among the nine "worthies." This little volume, beautifully introduced by W. A. Neilson, should have its worthy place in any bibliography on Americanization.

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CITY regulation of air ports. (Toledo. City Journal, Oct. 9, 1920. p. 494.)

MUNICIPAL landing fields. (Survey, Oct. 16, 1920. p. 95.)

Banks and Banking

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Banks and Banking, continued

sion of 1914, with amendments to Jan. 1, 1921, and other laws affecting banking corporations, also the Personal Income Tax Law of 1919, constituting Art. 16 of the Tax Law, with amendments to Jan. 1, 1921; the Business Corporations Franchise Tax Law of 1917, constituting Art. 9-A of Tax Law, with amendments for 1918, 1919, and 1920; the Taxable Transfer Law, constituting Art. 10 of Tax Law, with amendments to Jan. 1, 1921. 1920. 330 p., + 87 p.

Budgets, Family

LITTLE, Esther L., and William J. H. Cotton. Budgets of families and individuals of Kensington, Philadelphia; a thesis presented to the faculty of the graduate school in partial fulfillment of the requirements for the degree of Doctor of Philosophy. 1920. 273 p. (University of Pennsylvania.)

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Citizenship

WISCONSIN. University. Extension Division. American ideals in citizenship. Aug., 1920. 8 p., typewritten. VF

City Planning

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Civics

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Community Development

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Paper presented at sixth annual Summer School of Community Leadership, conducted by the American City Bureau of N. Y., Aug. 17, 1920.

Cooperation

UNITED STATES. Department of Agriculture. Cooperative marketing, by O. B. Jesness. Sept., 1920. 27 p. (Farmers' Bull. 1144.)

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Cooperative Stores

UNITED STATES. Library of Congress. Division of bibliography. List of references on cooperative stores. May, 1920. 12 p., typewritten. VF

Education

UNITED STATES. Bureau of Education. Public discussion and information service of University extension, by W. S. Bittner. 1920. 54 p. (Bull. 1919, no. 61.) VF

Fatigue

BAUMBERGER, J. P., and E. G. Martin. Fatigue and efficiency of smokers in a strenuous mental occupation. (Journal of Industrial Hygiene, Oct., 1920. p. 207-214.)

HAYHURST, E. R. Points in the detection of industrial fatigue and measures for its possible complete elimination. (Journal of Industrial Hygiene, Nov., 1920. p. 256-258.)

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UNITED STATES. Bureau of Mines. Extinquishing and preventing oil and gas fires, by C. P. Bowic. 1920. 56 p., plates. (Bull. 170. Petroleum technology 48.)

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Housing Problem

COMSTOCK, William P., compiler. The housing book; containing photographic reproductions, with floor plans of workmen's homes; one and two family houses of frame, brick, stucco and concrete construction... 1919. 132 p. illus. plans.

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Taxation

TAX assessments for 1921 show over billion increase. Equitable Building is taxed on valuation four million dollars higher than last year and other buildings in proportion. (Record and Guide, Oct. 2, 1920. p. 459, 463.)

Traffic Regulation

NEW traffic code October 25. Detroit police secretary, explaining provisions, says the department will be lenient a while. (Michigan Manufacturer and Financial Record, Oct. 23, 1920. p. 16-17.)

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Volume VII

24 November 1920

Number 13

Preparation of the New York City Budget

The budget-making period extends from June to December. The first months are given to the preparation by the several departments of their estimates, and the last months to their consideration by the Board of Estimate and Apportionment, the Board of Aldermen and the Mayor.

According to Sec. 226 of the City Charter, not later than August first departmental estimates are submitted to the Board of Estimate and Apportionment on forms specially designed to facilitate an examination and analysis of the appropriations requested. These are printed as supplements to the City Record. Detailed studies of these estimates made by the investigating staff of the Secretary of the Board of Estimate and Apportionment, are the basis for the tentative allowances.

As soon as the reports of these investigators are ready, the Board of Estimate's Committee on Finance and Budget hold a series of public hearings at which appear representatives of the departments, and also examiners who report on their estimates. At these hearings each item is taken up separately and the Committee, acting on the evidence presented, determines the appropriations to be recommended to the Board of Estimate and Apportionment in the form of a tentative budget.

On or before October 10th this *Tentative Budget* is printed and distributed to citizens, on application, and is made the subject of public hearings before the full board. These final hearings, held during the last week of October, are designed to give department heads and citizens an opportunity to urge or oppose any item of appropriation. On or before October 20th, the Board of Estimate and Apportionment must file with its secretary a budget proposed for adoption which may thereafter be decreased but not increased. This is printed, and is known as the *Proposed Budget*.

Before November 1st public hearings must be held and the Board of Estimate must adopt a budget. As then adopted the budget is printed in the City Record as a part of the Minutes of the Board of Estimate and Apportionment. Within five days thereafter this budget must be transmitted to the Board of Aldermen which, under the charter, has twenty days for its consideration. If at the end of that time no action has been taken the budget becomes effective as passed by the Board of Estimate. The aldermen possess, however, only limited power of action. They can reduce or eliminate any appropriation (except those fixed by law, those made for state taxes and those for interest or principal of the city debt), but their reductions can be vetoed by the Mayor, subject to the further provision that his veto can be overridden by a subsequent three-fourths vote. They cannot increase any item of appropriation, insert new items, or vary the terms and conditions adopted by the Board of Estimate and Apportionment.

The budget must finally be certified before December 25th and must be published in the City Record before December 31st. It is thenceforth known as the *Budget* and is later issued in book form. It becomes operative on January first.

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NEW YORK's building industry in the mire. (Engineering News-Record, Nov. 4, 1920. p. 871.)

Charters

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GRAVES, Frank Pierrepont. Our new college presidents. (Supplement to Educational Review. Nov., 1920. p. 1-16.)

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SIMONS, G. W., jr. More public convenience stations needed. (American City, Nov., 1920. p. 471-475.)

The VENTILATION of public comfort stations. (American Architect, Nov. 10, 1920. p. 611-614. plans.)

Community Trusts

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Crime and Criminals

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COPE, Henry F. Education for democracy. 1920. 275 p. 321C79ed

Finance

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Materials

AMERICAN Society for Testing Materials. A. S. T. M. standards adopted in 1920. 1920. 128 p. 620.11Am3a

Milk

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UNITED STATES. Department of Agriculture. Requirements and cost of producing market milk in Northwestern Indiana, by J. B. Bain and R. J. Posson. July, 1920. 31 p. illus. (Bull. no. 858.) VF

Motion Pictures

FILMS at last in New York schools. Epoch making event fits moving picture to school curriculum — biology lesson supplemented by film brings realization of dreams — movement to be a national one. (Educational Film Magazine, Oct., 1920. p. 12, 13.)

The NEXT step in publicity work. Extraordinary educational power of motion pictures should be capitalized by the railways — a nationalization of such publicity suggested to begin with, and a follow-up picture dealing with local particulars. (Electric Railway Journal, Sept. 25, 1920. p. 604-606.)

Motor Vehicles

MOTOR List Company. Statistics on the automobile, motor truck, motorcycle. July, 1920. 32 p. VF

Municipal Ownership

KIRKPATRICK, J. J. Genuine savings through municipal ownership. The story of the Holyoke, Mass., municipal plants. (American City, Sept., 1920. p. 251-253.)

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MUNICIPAL road does well. Small city road in Florida, purchased from receiver, has net operating profit of \$17,233. (Electric Railway Journal, Oct. 23, 1920. p. 891.)

SAN FRANCISCO finds M. O. losing venture. Municipal railways pile up heavy operating deficit yearly. (Public Service, Oct., 1920. p. 111-115. illus.)

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Ports

THE PORT of Baltimore; its natural advantages, combined with the enterprise of its business interests in improving its facilities have made Baltimore an important foreign trade center. (World's Markets, Nov., 1920. p. 19-23. illus.)

RULE, Burt. A city transformed by water. City and county joined in providing funds for new ship channel at Houston, Texas. (American City, Oct., 1920. p. 355-357. illus.)

STOWE, Albert J. The Port of Charleston. Because of its location, modern equipment, and facilities for handling large vessels, the famous old South Carolina City seems destined to become a great seaport. (World's Markets, Oct., 1920. p. 19-23. illus.)

WHAT the government is doing to help port layout. Details of information so far collected by Shipping Board and War Department and prospects for future. (Engineering News-Record, Oct. 28, 1920. p. 850-851.)

Prohibition

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Public Works

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Refuse Disposal

BEE, W. D. Columbus municipal reduction plant; a few points learned during the ten years' operation of this plant — how to prepare tankage to obtain the highest market price, the purchasing and recovery of solvents, and the relation between garbage and the plant products. (Public Works, Nov. 6, 1920. p. 441-442.)

GERTZ, S. New garbage reduction plant in Syracuse approaches completion. (American City, Nov., 1920. p. 517-519. illus.)

GREELEY, S. A. Transportation of garbage with data on garbage disposal in various cities. (Municipal and County Engineering, Oct., 1920. p. 132-134.)

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How to secure smokeless cities. (Engineering and Contracting, Sept. 8, 1920. p. 224-225.)

MELLER, H. B. Some features of smoke regulation in Pittsburgh. (Municipal and County Engineering, Oct., 1920. p. 125-128.)

ROBERTSON, John D. Smoke abatement activities in Chicago; work under the Department of Health has greatly improved air conditions. (American City, Nov., 1920. p. 513-514.)

Snow Removal

A SNOW-REMOVAL method used in Finland. A unique snow-melter devised and operated in Helsingfors. (American City, Oct., 1920. p. 360-361. illus.)

SNOW removal tests; removal of snow from city streets is becoming increasingly common and expensive, and the larger cities are finding it a serious problem. The New York Street Cleaning Department, after experimental tests, has ordered 100 tractors and many motor trucks and has invited bids for other tractors, plows and other heavy equipment for next winter's service. (Public Works, Nov. 6, 1920. p. 427-429.)

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Volume VII

1 December 1920

Number 14

"The New City"

Robert R. Kern and Charles Geschickter, in a Supplement to the Journal of the American Institute of Architects, November 1920, have undertaken to present by description and charts a plan for the physical equipment of an ideal city. The needs and the welfare of the community are made the basis of the plan. Old theories and traditions are disregarded. This new city is formed by a polycentric system of zones. It is divided into halves by a broad avenue, dividing the living section from the municipal section. The living section has a zone for the homes, and one for the social service center. The municipal section provides for the civic center or public buildings and for the industrial zone. In this way, accessibility is obtained as well as opportunity for growth and expansion without congestion. The details of the plans of the homes, which will eliminate the tenement, the apartment and the isolated house, the social service plant and the system of kitchens and dining room facilities, are also explained. This innovation in a city plan will arouse your interest and set you thinking.

An Experiment in Crime Prevention

Three years ago the Chicago Association of Commerce determined to fight organized crime. For this purpose the Chicago Crime Commission began its work in helping the agencies which are supposed to run down crime and prosecute criminals. Two men are employed making a collection of criminal data; each individual criminal has his card, on which his complete record is noted. The Crime Commission is informed, and the whole political and criminal world is aware that these facts are known. It is claimed that the psychological effect of such activities is apparent on the police and on the courts. Legislation has also been initiated by the Commission; robbery with a gun now carries a penalty of ten years, and in the first four months of 1920 cases of robbery in Chicago dropped 22 per cent. under those for the same months in 1919. The Police Department of Chicago has welcomed the aid of the Commission. Such an experiment in civic service will be watched by other civic organizations throughout the country.

State Commission of Prisons

The twenty-fifth annual report of this State Commission will be of interest to the social worker, the city official, and the citizens. It is gratifying to find that the statistics for the year ending June 30, 1919, show a decrease in the prison population and in the number of commitments. The Commission attributes this decrease largely to abundant opportunity for employment, probation, and prohibition. Comparing the years 1915, 1917, and 1919, the figures are 17,171, 12,195, and 11,016. This year's are the lowest since 1903. The chapters on New York City Institutions and on the Police Stations, together with the detailed reports, contain the essential facts about these departments.

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City Farms

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SWAN, H. S. White Plains looks ahead. (National Municipal Review, Oct., 1920. p. 626-628.)

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Volume VII

8 December 1920

Number 15

An Oft-Recurring Problem

It does not seem amiss in days when all signs point toward a period of industrial depression, and undoubtedly a time of unemployment, to bring to the attention of the city officials and employees and to civic workers the investigations and reports made by the Mayor's Committee on Unemployment during the years 1914 to 1917. In the fall of 1914 New York City found itself confronted with an acute unemployment problem which was created by the disturbance of normal conditions of trade and industry due to the outbreak of the War. In December of that year the Mayor appointed a committee composed of a hundred business men, philanthropists and civic workers headed by Elbert H. Gary, as chairman, to study the situation. In January, 1916, the Committee was reorganized and continued its work through 1917. The Report of the Committee issued in January, 1916, summarizes the facts gathered and the experiences of this body. Information concerning similar efforts in other parts of the country, and constructive measures tried in Europe are also included. Suggestions are numerous, and at this time will bear more study and application.

The "Report on Dock Employment in New York City," published October, 1916, described the irregularity of employment among long-

shoremen and proposed a scheme for regularizing this employment by means of a system of labor clearing houses for hiring men. Preventive measures are also advanced.

"How to Meet Hard Times," January, 1917, was an effort on the part of the committee to propose a programme for the prevention and relief of abnormal unemployment. The treatise was written under the direction of Henry Bruère. It is carefully prepared, and contemplated such a crisis as we have nearly reached. Its study will help the community to anticipate the conditions and meet the situation.

"Planning Public Expenditures to Compensate for Decreased Private Employment During Business Depression," by John R. Shilady, Secretary of the second Committee on Unemployment, November, 1916, is the extension of a speech which advocated the establishment of an employment reserve fund, made up of accumulated deferred improvement and purchase money from public and quasi-public bodies, to be used in preventing unemployment. This is a clear exposition, well supported by facts and experiences in other places. It deserves close study by public officials and business men.

All of these reports may be consulted in the Municipal Reference Library. With the exception of the first mentioned, a limited number are for sale at the Municipal Reference Library. The prices are 25 cents for "Hard Times," 50 cents for "Dock Employment." "Planning Public Expenditures" is free.

MONTHLY LIST OF NEW YORK CITY PUBLICATIONS

No. 59

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— Calendar for Nov. 9, 16, 23, 30, 1920. no. 31-34.

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p. 149-
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Ed8.24

— Minutes of the Board of Superintendents. Sept. 24, Oct. 1, 8, 14, 1920. p. 511-559.

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Department of Education. Bureau of Attendance. Report for the period between July 31, 1915 and July 31, 1918. [1920.] 294 p. **Ed9.01At8**

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— Building zone amendments. no. 86-99. Adopted April 16, 23, May 7, 14, June 11, 18, 25, July 9, 1920. Each 1 sheet. **Es8.16r**

86. Use district map, sections no. 1 and 3. Jerome Park Reservoir, Jerome Avenue, Kingsbridge road, Mosholu Parkway and Sedgwick Avenue, Borough of The Bronx.

87. Use district map, section nos. 16 and 22. Ocean Parkway, Prospect Park, Prospect Avenue...Borough of Brooklyn.

88. Use district map, section no. 6. West 145th Street, Lenox Avenue...7th Avenue, Borough of Manhattan.

89. Use district map, section no. 8. Madison Avenue, between East 39th and East 40th Streets, Borough of Manhattan.

90. Use district map, section no. 22. East 7th Street, Foster Avenue, Avenue H...Borough of Brooklyn.

91. Use district map, section no. 16. Pacific and Dean Streets, Vanderbilt Avenue, Underhill Avenue...Borough of Brooklyn.

92. Use district map, section no. 6. East 145th and East 146th Streets, Willis Avenue, Brook Avenue, Borough of The Bronx.

93. Use district map, section no. 9. Trowbridge Street and Franklin Street, between Willow and Woolsey Streets, Borough of Queens.

94. Use district map, section no. 13. Ralph (Menahan) Street, from Grandview Avenue to Forest Avenue, Borough of Queens.

95. Use district map, section no. 22. 57th Street, 16th Avenue, Manhattan Beach Division of the Long Island Railroad...Borough of Brooklyn.

96. Use district map, section no. 17. Snediker Avenue from Dumont Avenue to Livonia Avenue, Borough of Brooklyn.

97. Use district map, section no. 17. Atlantic Avenue, between Sackman Street and New Atlantic Avenue, Borough of Brooklyn.

98. Use district map, section no. 21. North Burgher (Burger) Avenue, from Wayne Street to Henderson Avenue, Borough of Richmond.

99. Use district map, section no. 6. East 134th Street, Willis Avenue, Brown Place, Borough of The Bronx.

— Calendars for Nov. 5, 12, 19, 26, 29, Dec. 3, 1920. no. 47A-54. **Es8.15**

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 — Monthly Bulletin. Oct., 1920. v. 10, no. 10. **H34.24m**
 — Sanitary code: amended Sept. 30, 1920. **H34.42sa**
 Sec. 130. Medicated alcohol; sale and distribution regulated. 1 sheet. (Amendment no. 98.)
 Sec. 131. Denatured alcohol; sale and distribution regulated. 1 sheet. (Amendment no. 99.)
 — Staff News. v. 8, no. 10. Oct. 1, 1920. **H34.24st**
 — v. 8, no. 11. Nov. 1, 1920. **H34.24st**
 — Weekly Bulletin. n. s., v. 9, no. 45-48. Nov. 6, 13, 20, 27, 1920. **H34.25**
- Hunter College.** Catalogue and course of study of Hunter College, with general announcements and requirements for admission, 1920-1921. 1920. 99 p. **Ed9.76H91**
- Law Department.** Annual report for the year ended Dec. 31, 1918. 1919. 50 p. **L41.01**
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- Borough of Manhattan.** Department of Parks. Monthly reports, of the New York Meteorological Observatory, Sept., 1920. p. 85-94. **P22.71m**
- Commissioners of the Sinking Fund.** Calendars for Nov. 4, 18, 1920. no. 21-22, meeting no. 26. **Si6.15**
 The meetings of Nov. 4th and 11th, 1920, were postponed to Nov. 18, 1920.
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- Metropolitan Museum of Art.** Bulletin. v. 15, no. 11. Nov., 1920. **XM56b**
 — The Children's Bulletin. Sept., 1920. v. 4, no. 3. **XM56a**
- New York Botanical Garden.** Journal. v. 21, no. 250. Oct., 1920. **XN52j**
- New York Public Library.** Bulletin. v. 24, no. 10. Oct., 1920. **XN51b**
 — *Municipal Reference Library.* Municipal Reference Library Notes. v. 7, no. 11-14. Nov. 10-Dec. 1, 1920.
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- Public Service Commission.** First District. Proceedings of the meetings held Nov. 3, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 28, 1919. p. 983-1012.
 — Reports of Decisions. v. 11, no. 3-5. March 31-May 31, 1920.
- Transit Construction Commissioner.** Proceedings of the meetings held Oct. 2, 7, 8, 9, 10, 16, 21, 23, 25, 28, 30, Nov. 3, 6, 11, 13, 18, 20, 25, 28, Dec. 2, 4, 9, 11, 17, 18, 19, 23, 30, 31, 1919. p. 433-864.
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Volume VII

15 December 1920

Number 16

Municipal Pensions

With the New York City Employees' Retirement System, now in operation, it will be profitable to compare the general outline of the proposed plan of the Milwaukee pension system. A Pension Laws Commission was appointed by the Mayor of Milwaukee under authority of the Act of the State Legislature approved July 8, 1919, and they made a tentative report of recommendations in June, 1920. The Commission has continued its study and submits a final report of its findings, and proposes a plan for the pensions.

A system of four funds is submitted. They are distinct from each other, but under one administrative body, and are the Police-men's, Firemen's, Teachers' and a general municipal employees' annuity and benefit fund affecting 6,000 employees and their dependents, 18,000 in all.

Five classes of benefits will be paid, age and service annuities, widows' annuities, children's annuities, disability benefits for injuries. Men in employment of the city are to contribute 4.62 per cent of their salary and women 3.62 per cent, for paying the benefits provided. The city's contribution to the general fund will be 6 per cent, and to the policemen's and firemen's fund 9 per cent.

Details of this proposed system may be studied in the Report mentioned above.

CURRENT CIVIC LITERATURE

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INTERNATIONAL Association of Industrial Accident Boards and Commissions. Proceedings of the sixth annual meeting, held Sept. 23-26, 1919. Aug., 1920. 424 p. (United States. Bureau of Labor Statistics. Bull. no. 273.) 331.825In8p

SHUMATE, F. E. The prevention of accidents; strict regulation by municipalities of motor vehicles, which cause greatest number of accidents, only remedy. (Aera, Nov., 1920. p. 372-376.)

Paper, in part, read before the American Electric Railway Claims Association, Atlantic City, Oct. 13, 1920.

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VAN SCHACK, David. Automobile accidents and their prevention. (National Police Journal, Sept., 1920. p. 10-11, 26-31. illus.)

Accounting

ROWE, H. M. Rowe's bookkeeping and accountancy; complete text, presenting the art of bookkeeping in accordance with the principles of modern accountancy. 1920. 264 p. 657R79

Aeronautics

LANDING fields are a major problem in development of air traffic; more air ports must be provided if air travel is to be stimulated. Heavy commercial machines will require better equipped landing fields than the light planes now most common. The following article tells briefly what the situation is and records some methods suggested for improvement. (Automotive Industries, Nov. 4, 1920. p. 928-929.)

PICKERING, Loring. San Francisco, Pacific air port. Linking orient and occident, city will be terminal for new trails to be blazed by aviators. (San Francisco Business, Oct. 22, 1920. p. 6.)

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DUKEMA, F. L. Americanization dictionary, defining naturalization terms and processes for the American who desires to help the alien become a citizen. 1920. 63 p. 326.1D99

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Another splendid study of John Nolen's presented in a very attractive form and one of the most comprehensive city planning reports published in the last few years.

HAYLER, Guy W. The aeroplane and city planning; the advantages of viewing cities from above. (American City, Dec., 1920. p. 575-579. illus.)

TOLEDO. Commission of Publicity and Efficiency. The city planning movement in Toledo. (Toledo. City Journal, Oct. 16, 1920. p. 506.)

Civics

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Civil Service

PENNSYLVANIA Civil Service Reform Association. Civil service in Pennsylvania; statement prepared for Commission on Constitutional Amendment and Revision. [1920.] 36 p. 351.42P4c

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Cooperation

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PARKER, F. E. Comparative study of the cooperative movement in various countries. (United States. Bureau of Labor Statistics. Monthly Review, Oct., 1920. p. 153-167.)

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EARTH moving machinery in Bronx Parkway. (Public Works, Oct. 2, 1920. p. 293-298. illus.)

Finance, Municipal

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Fuel Oil

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Government, Municipal

BOARD of Estimate begins inquiry into city contracts; testimony shows bonus was paid for bank loan on pier contract and that lowest bidders did not get school contracts. (Record and Guide, Dec. 4, 1920. p. 767, 768.)

BOARD of Estimate decides to investigate all contracts; inquiry broadened so as to include school buildings and all other business entered into during the last two years, amounting to \$62,000,000. (Record and Guide, Nov. 27, 1920. p. 735.)

BOARD of Estimate to investigate all city contracts; aggregate amount involved is \$62,000,000 including the schools and new Court House — Board will have help of Lockwood Committee. (Record and Guide, Nov. 20, 1920. p. 718.)

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Housing Problem, continued

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MUNICIPAL REFERENCE LIBRARY NOTES

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Volume VII

22 December 1920

Number 17

Merry Christmas!



he staff of the Municipal Reference Library wish you a Merry Christmas and a Happy New Year. Our past year has been one of increasing usefulness to a greater number of city officials and employees. Our hope is that the New Year may give us still greater opportunity to serve more of those in the service of our City.

Municipal Advertising

In the fall of 1919 a fund of \$50,000 was raised in St. Louis, Mo., for an advertising campaign in 1920. The manufacturing, industrial and social advantages of St. Louis have been heralded. The main purpose has been to obtain new industries, and during the past year three have been secured. One-half of the fund was appropriated by the city through the Board of Aldermen and one-half by the business men. The entire fund was paid into the city treasury and all disbursements were made by the Comptroller. Advertising was carried in the popular magazines, in four New York newspapers, and thirty-eight others in New England and the South, in trade journals, and in fourteen daily newspapers in South America, Cuba and Mexico. A pamphlet, "St. Louis as a Manufacturing Center," was also distributed. The report of this municipal advertising campaign shows that the results have been satisfactory enough to warrant its continuation in 1921 and it is expected that a larger fund will be raised.

For many years American cities have been advertising themselves, usually through the business and civic organizations. It is more unusual for the City Government to participate in this advertising to the extent of making an appropriation. Until within the past few years the advertising of cities was apt to take the form of misrepresentation and exaggeration, more commonly known as "boosting." This has now given way to the type of publicity which aims to present truthfully the essential facts of interest and advantage. On such a basis St. Louis has evidently succeeded.

Cleveland, Chicago, Columbus, Ohio, Detroit, Kansas City, Los Angeles, Seattle, Omaha and San Francisco, are mentioned as cities which are at present carrying on or preparing to carry on similar advertising campaigns.

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SMITH, Howard D. The Ohio stadium at Ohio State University. (Architectural Record, Nov., 1920. p. 385-406. illus.)

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Volume VII

29 December 1920

Number 18

Housing in England and Wales

From Mr. Lawrence Veiller's Report on the housing situation in England, which has appeared as the September, 1920, issue of "Housing Betterment" (105 East 22nd Street, New York City), we gather these pertinent facts.

The proposal of England to build 500,000 houses at an estimated cost to the taxpayers of over 100 million dollars loss every year for sixty years will furnish a gigantic object lesson of the advantages and disadvantages of government-built houses. This loss which will be met from taxes upon the people is the difference between an economic rent and the rents that are to be asked. Readjustment of rentals is to be made in 1927 and the excessive cost due to post-war conditions is then to be written off. The fixing of rents is to be controlled by the 1,800 local authorities. The rents to be paid are not according to the means of the occupants, and are even less than it has been their custom to pay.

The capital for this enterprise, over 517 million dollars, is to be raised by means of a popular campaign on bond issues of 6 per cent; in the larger communities by the local authorities and in the smaller by direct loans from the central Government.

Labour has adopted a policy of restricted output.

In 1915 legislation restricted the rents of dwelling houses commanding a certain annual rental to pre-war rates. In July, 1920, the

new Rent Restriction Act permits an immediate increase of rent of 30 per cent and a further increase one year later of 10 per cent.

As soon as arrearage of houses is made up, a vigorous campaign for the abolition of all slums in England will be waged by the Government; this has been one of the underlying causes for undertaking this great housing work.

The Housing Act also requires all towns in England and Wales to be town-planned by 1926. This means that the future England will be planned according to modern methods, and will have reaped the same benefits that have accrued to municipalities in this country through their city-planning and zoning ordinances.

Many points of vital concern in this housing problem, which are discussed with clarity in the report, are not mentioned in this resumé. Do not fail to read the complete report.

New York State Housing Laws

Housing and city-planning experts and real estate men can profitably read the "Brief on behalf of the Attorney-General of the State of New York and the Joint Legislative Committee on Housing in support of the constitutionality of the emergency housing laws enacted September 27, 1920. William D. Guthrie and Julius Henry Cohen, Special Deputy Attorneys-General." The two introductory chapters on the actual emergency which confronted the legislature, and analogous conditions in other countries, are especially interesting. The Brief concludes that the emergency housing laws are constitutional.

What Other Cities Are Doing

In *Alameda*, Calif., the police judge inaugurated the plan of debarring auto drivers from using their cars for a stated period after being found guilty of flagrant traffic law infractions. It has proven so satisfactory that other cities in the state are adopting it.

"Modern City" informs us that *Baltimore* is about to establish a Delinquent Department which will probably be a subsidiary to the office of City Solicitor.

Philadelphia has recently established a municipal bureau of legal aid. The bureau will furnish attorneys and aid and will work in conjunction with the small claims court.

Buffalo has a Citizens Safe-Traffic Committee of 200 citizens who inform the police of traffic violations.

The Assessment and Taxation Commission of *Louisiana*, which was created at the last Legislature, is investigating the question of taxation preparatory to reporting to the Constitutional Convention, next March.

Oshkosh, Wis., has a municipal club house which has been a great success.

Both *Manchester* and *Liverpool*, England, have rejected proposals to take over the supply and distribution of milk.

Houston, Texas, is engaged on a plan for a new system of house numbering.

The success which has attended the *Scarborough* (England) municipal cafés during the past season has induced the Corporation to sanction the conversion of the old jail yard into a large modern bakery at a cost of £3,100. (Municipal Journal.)

A survey of housing conditions has been begun by the City Planning Board of *Boston*. It is expected to be completed by July 1st.

Newark, N. J., voted for municipally-owned gas, heating and power plants on Nov. 2nd.

Philadelphia's municipal asphalt repair plant is nearing completion. It is reported to be the largest of its kind in the country.

The City Council of *Buffalo* voted for the preparation of plans for a municipal gas plant and an appropriation of \$50,000.

Reports from various cities in Michigan show that there are some 167,000 out of employment, 110,000 in *Detroit*. The Michigan Industrial Conference held at Jackson adopted resolutions urging the Governor and the Mayors to start work on public improvements at once. Approximately \$150,000,000 is available for this purpose.

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Building Construction

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Building Trades

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Courts, Industrial

UNITED STATES. Bureau of Labor Statistics. Constitutional provision for creation of Industrial Court in Nebraska. (Monthly Review, Nov., 1920. p. 193-194.)

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Government, State

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Housing Problem

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USE of life insurance funds for increased housing; President Haley Fiske of the Metropolitan Company points out considerations which must govern investment of

Housing Problem, continued

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IMMIGRATION and emigration. (Foreign-Born, Sept.-Oct., 1920. p. 13-16.)

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SPIRO, Amster. Policing the "city of dual personality." (National Police Journal, Nov., 1920. p. 10-12, 57-59. illus.)

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School Hygiene

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Street Cleaning

PHILADELPHIA to do its own street cleaning. (Modern City, Dec., 1920. p. 25.)

Unemployment

EVOLUTION of insurance against unemployment. (Personnel, Nov.-Dec., 1920. p. 5, 8.)

UNEMPLOYMENT and health. (Survey, Dec. 18, 1920. p. 430.)

[UNEMPLOYMENT, a vitally important problem with which New York and the other cities of this country are face to face.] (Better Times, Dec., 1920. p. 23-24.)

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SYDNEY. Metropolitan Board of Water Supply and Sewerage. Thirty-first report for the year ended June 30, 1919, together with appendices, plan, etc. 1920. 76 p. + 2 plates, map. 352.712A82s

Women, Employment

YOUNG Women's Christian Association. Executive and technical women in industry; survey of factories, 1919-1920. 1920. 19 p. VF

This is considered the best survey in this aspect of employment in industry.

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Volume VII

5 January 1921

Number 19

The Attendance Record for the Past Year

During 1920 the Municipal Reference Library has had the pleasure of serving more people than in any previous year. This is taken as an appreciation on the part of the city officials and employees of the assistance we are able to give through our constantly increasing collection of municipal documents, books and pamphlets. The latest information is constantly sought, even before it is in print, anticipating requests.

The telephone calls are fully as many as the calls in person; they are given as much attention and the queries answered as fully as possible.

The past month of December shows a larger attendance than any December of the past five years — twice as many as in December, 1918. The total attendance for the past years is as follows:

1916	1917	1918	1919	1920
25,361	27,969	22,350	31,224	35,198

A Digest of City Planning

The National Conference on City Planning has had prepared a manual entitled "Municipal Accomplishment in City Planning, and Published City Plan Reports in the United States." This useful book-

let is edited by Miss Theodora Kimball, Librarian of the School of Landscape Architecture, Harvard University, from information secured by the Detroit City Plan Commission. As the title indicates, a digest of the work for city planning in each city is given here, together with the printed City Plan reports; the alphabetical arrangement, by name of city, makes it easily used. The accomplishments of one hundred and twenty-one cities are contained in this resumé and it serves as a supplement to Mr. Ford's "City Planning Progress, 1917." Mr. Flavel Shurtleff, Secretary of the National Conference on City Planning, has appended the municipal appropriations made by the various cities for city planning in 1920.

Former Librarian of the Municipal Reference Library

Mr. Dorsey W. Hyde, jr., who was Librarian of the Municipal Reference Library during the years 1918 and 1919, has recently been appointed as Assistant Manager of the Civic Development Department, Chamber of Commerce of the United States of America, Mills Building, Washington, D. C. Mr. Hyde resigned from the Municipal Reference Library so that he might build up a research bureau in the Packard Motor Car Company, where he has done excellent work. His interest in the municipal field has continued and his return to the work is welcomed by all those who know his ability and experience. As he takes up his new duties with the New Year we wish him great success.

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CHAMBER of Commerce, State of New York. Classified list of trade and allied associations and publications in New York City, with appendix of governmental offices. Dec., 1920. 32 p.

Bridges

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COOPERATIVE milk plant at Dubois, Pa. (Modern City, Dec., 1920. p. 28.)

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MUNICIPAL regulation. (Gas Age, Nov. 25, 1920. p. 430-431.)

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CALDWELL discusses municipal railway problem. (Seattle Municipal News, Oct. 9, 1920. p. 1-3.)

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DALTON, Clarence. Taxation of public utilities; inequalities in valuation for taxation purposes are indicated and action is urged to secure more uniform and just taxation of public utilities. (Gas Age, Nov. 25, 1920. p. 410-412.)

OVER billion increase in 1921 tax assessments in New York City. (Buildings and Building Management, Oct. 18, 1920. p. 39.)

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SPILLANE, Richard. The St. Louis municipal theatre. (Engineers' Club of St. Louis. Journal, July-Aug.-Sept., 1920. p. 6-9.)

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MODIFICATION of zoning ordinance. (American Architect, Dec. 1, 1920. p. 713-714.)

RELATION of zoning to work of city engineer. (Engineering and Contracting, Dec. 1, 1920. p. 530.)

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Volume VII

12 January 1921

Number 20

THE STYLE OF A CITY

"Cities, like authors, have their individual styles. They write in monumental characters of stone upon the map of the world and contribute chapters to the history of civilization. The style of a city, which is really the outward expression of character, is a composite of that of its citizens and founders—a composite of all the individual modes of thinking, of doing, of eating, and of the wearing of clothes. A city's style is influenced by tradition, environment and climate."

Cost of County Government

One of the purposes of the bureaus of municipal research is to keep the citizens informed about the city's business. As a splendid example of how well this is being done, we may call attention to "Public Business," Dec. 1, 1920, the bulletin of the Detroit Bureau of Governmental Research, Mr. Lent D. Upson, Director. "The Cost of Government of Wayne County, Michigan" presents in a concise and readable form the duties of all the county offices, the appropriations for the coming year compared with those of 1919-1920, the sources of income, and the method of adopting the budget.

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No. 60

Board of Aldermen. Approved papers for the week ending Dec. 11, 1920. no. 713-754. (City Record, Dec. 11, 18, 1920. p. 7405-7408; Supplement to Dec. 18, 1920, 77 p.)

— Approved paper, no. 754. Budget for 1921. (City Record, Dec. 18, 1920. 77 p. Supplement.)

— Calendar for Dec. 6, 14, 21, 28, 1920. no. 35-38.

AL2.15

— Calendar for Jan. 3, 1921. no. 39.

AL2.15

— Proceedings of the meetings held Nov. 30, Dec. 6, 14, 21, 1920. p. 611-874.

AL2.16

— Proceedings of the meetings held Dec. 28, 1920, Jan. 3, 1921. (City Record, Dec. 30, 1920, Jan. 6, 1921. p. 7755-7761; 69-74.)

Board of City Record. The City Record. v. 48, no. 14453-14478. Dec. 1-31, 1920.

Published daily except Sundays and holidays.

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Department of Correction. Annual report for the year 1918. [1919.] 81 p. **C75.01**

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Department of Education. Minutes of the Board of Superintendents, Oct. 15, 22, 26, 29, 1920. p. 561-604. **Ed9.82Su7**

Board of Estimate and Apportionment. Calendar for Dec. 10, 13, 17, 20, 21, 22, 30, 1920. no. 56-58, 58A, 59-63, 63A.

— Supplemental Calendar for Dec. 17, 1920. no. 58A.

— Meeting at 2.15 p. m. no. 59.

— Supplemental Calendar for Dec. 30, 1920. no. 63A.

Es8.15

— Minutes, April 1 - May 31, 1920. v. 2. 1307-2464 p.

Es8.16

— Minutes of the meetings held Sept. 15, 17, 24, Oct. 1, 8, 11, 12, 13, 14, 15, 18, 19, 20, 22, 25, 26, 27, 28, 29, 30, 31, Nov. 5, 8, 12, 1920. p. 4955-6138. **Es8.16**

— Minutes of the meetings held Nov. 15, 19, 22, 24, 26, 1920. (City Record, Dec. 22, 28, 29, 1920. p. 7568-7603; 7696-7702; 7720-7737.)

— Division of Franchises. Approved resolutions [relating to franchises, revocable privileges...approved by the Mayor.] 1920. no. 46-110, inclusive.

Es8.16a

46. Interborough Rapid Transit Company. Application for permission to continue to maintain and use a railroad track along and on the surface of Ninth Avenue...
47. Pennsylvania Railroad Company. Application for an extension of time to accept consent ...to continue to maintain and operate a railroad track across and on the surface of West 37th Street, west of Eleventh Avenue...Borough of Manhattan.
48. Interborough Rapid Transit Company. Application for permission to continue to maintain and use a railroad track along and on the surface of 12th Avenue...Borough of Manhattan.
49. American Sugar Refining Company of New York. Application for an extension of time in which to complete the construction of two tunnels...Borough of Brooklyn.
50. Brooklyn Bridge Freezing and Cold Storage Company. Application for permission to install and maintain conduits under and along Cliff Street at the Brooklyn Bridge, Borough of Manhattan.
51. Trustees of Columbia University in the City of New York. Application for permission to construct, maintain and use a conduit under and across Claremont Avenue...Borough of Manhattan.
52. Consolidated Gas Company of New York. Application for permission to continue to maintain and use an existing track across and on the surface of East 21st Street...Borough of Manhattan.
53. Garment Centre Realty Company, Inc. Application for permission to install, maintain and use a conduit under and across West 37th Street...Borough of Manhattan.
54. McKesson and Robbins, Inc. Application for permission to continue to maintain and use two pipes under and across Ann Street...Borough of Manhattan...
55. Metropolitan Life Insurance Company of New York. Application for permission to continue to maintain and use a tunnel under and across East 24th Street...Borough of Manhattan...
56. Jacob Ruppert. Application for permission to continue to maintain and use two tunnels...Borough of Manhattan.
57. Wilson and Company. Application for permission to continue to maintain and use a tunnel under and across East 45th Street...Borough of Manhattan.
58. Gair Realty Corporation. Application for permission to erect and maintain an enclosed bridge over and across Water Street...Borough of Brooklyn.
59. S. Liebmann's Sons, Inc. Application for permission to continue to maintain and use an existing bridge over Monteith Street...Borough of Brooklyn.
60. Palace of Joy, Inc. Application for permission to install, maintain and use a pipe under and across Surf Avenue at West 10th Street, Coney Island, Borough of Brooklyn...
61. Conron Bros. Company. Application for permission to continue to maintain and use two tunnels under and across Brook Avenue...Borough of The Bronx...
62. Cudahy Packing Company. Application for permission to continue to maintain and use an existing tunnel under and across Brook Avenue...Borough of The Bronx...
63. Central Railroad Company of New Jersey. Application for permission to continue to maintain and use two pipes under and across West Street...Borough of Manhattan...
64. Robert Dun Douglass, et al. Application for permission to erect, maintain and use a bridge over and across Manhattan Alley...Borough of Manhattan...
65. Marine Huntoon Supply Company, Inc. Application for permission to install, maintain and use a platform scale in the roadway of Gansevoort Street...Borough of Manhattan.
66. E. W. Bliss Company. Application for permission to install, maintain and use a scale in the easterly sidewalk of First Avenue...Borough of Brooklyn.
67. New York Service Company and Frederick Starr Coal Company. Joint application for the consent to the assignment by the latter Company to the former Company of its right in and to a certain platform scale in the roadway of East 42nd Street...Borough of Manhattan.
68. S. Liebmann's Sons, Inc. Application for permission to continue to maintain and use an existing tunnel under Monteith Street...Borough of Brooklyn.
69. Bush Terminal Railroad Company. Application for permission to install, maintain and operate a railroad spur track from its main tracks in First Avenue and into the property of the Bemis Bros. Bag Company...Borough of Brooklyn.
70. Consideration of the communication, dated May 18, 1920, from the Transit Construction Commissioner, transmitting route...of an additional rapid transit railway in the City of New York...
71. St. Albans Improvement Association. Consent to operate stages or omnibuses, for public use...Borough of Queens.
72. Staten Island Rapid Transit Railway Co. Application for consent to erect, maintain and use two single track timber bridges over and across Western Avenue, Borough of Richmond.
73. Richmond Light and Railroad Company...the consent granted by resolution adopted on or about Nov. 25, 1895, to construct, maintain and operate a street surface railway along Richmond Avenue...
74. Richmond Light and Railroad Company...the consent granted by resolution adopted Dec. 3, 1895, to construct, maintain and operate a street surface railway upon certain streets and avenues in the Borough of Richmond...
75. ———...consent granted by resolution adopted on or about Nov. 19, 1895, to construct, maintain and operate a street surface railway upon certain streets and avenues in the Borough of Richmond...

76. ———...granting consent to construct, maintain and operate a street surface railway upon certain streets and avenues in the Borough of Richmond...
77. ———...consent granted by resolution adopted on or about June 11, 1895, by the Board of Trustees of the Village of Edgewater, to construct, maintain and operate a street surface railway upon and along certain streets and avenues in the Borough of Richmond...
78. ———...consent granted by resolution adopted on or about April 16, 1895, by the Board of Trustees of the Village of Edgewater, to construct, maintain and operate a street surface railway upon and along certain streets and avenues in the Borough of Richmond...
79. ———...consent granted by agreement executed on or about Feb., 1896, to construct, maintain and operate a street surface railway upon and along certain streets and avenues in the Borough of Richmond.
80. ———...consent to construct, maintain and use a street surface railway along certain streets and avenues in the Borough of Richmond, as granted by resolution adopted on or about March 21, 1895...
81. Seaboard Refrigeration Company. Consent to install, maintain and operate pipes under and along certain streets and avenues in the Coney Island Section, Borough of Brooklyn...
82. Interborough Rapid Transit Company. Application for permission to continue to maintain and use a railroad track along and on the surface of 12th Avenue...Borough of Manhattan.
83. Williamsburg Bridge. Operation of passenger and other car service by the Department of Plant and Structures.
84. Staten Island Midland Railway Company. Declaring null and void and of no force or effect consent under which...Company operates a double track railroad in and upon Jewett Avenue...Borough of Richmond...
85. ———...maintains and operates a single track extension of its street surface railroad on Richmond Turnpike...Borough of Richmond.
86. ———...maintains and operates a railway beginning at a point in Water Street...along Water Street to Canal Street, to Broad Street...Borough of Richmond.
87. ———...maintains and uses a railway on Richmond Turnpike, Clove Road, to the Manor Road...Borough of Richmond.
88. ———...operates a street surface railway upon Wright Street, in the Village of Edgewater, Borough of Richmond.
89. ———...operates and maintains an extension of its street surface railway along Saw Mill Road...Borough of Richmond.
90. ———...maintains and operates a single and double track surface railway along that portion of Richmond Turnpike...Borough of Richmond.
91. ———...operates a railway on Jewett Avenue, south of Post Avenue, in the Village of New Brighton, Borough of Richmond.
92. ———...maintains and operates a railway from the boundary line of the Villages of New Brighton and Edgewater...crossing Arrietta Street or Richmond Turnpike...
93. ———...operates a railway along that portion of Jewett Avenue lying north of Post Avenue...Borough of Richmond.
94. Consideration of the communication dated June 7, 1920, from the Transit Construction Commissioner...
95. Loft, Incorporated. Application for permission to install, maintain and operate a pipe under, along and across Vernon Avenue at Paynter Avenue, Long Island City, Borough of Queens.
96. Beadleston and Woerz, Inc. Application for permission to maintain and use certain pipes under and across West 10th and Charles Streets...Borough of Manhattan.
97. James Everard's Breweries. Application for permission to continue to maintain and use two tunnels...Borough of Manhattan.
98. Shipley Construction and Supply Company. Application for permission to install, maintain and use a conduit under and across 41st Street...Borough of Brooklyn.
99. Montefiore Home and Hospital for Chronic Diseases. Application for permission to install, maintain and use two conduits under and across Steuben Avenue south of Gun Hill Road, Borough of The Bronx.
100. Palmer Waterfront Land and Improvement Co., Inc. Rescission of consent granted to construct and maintain a spur track to be operated by the Long Island Railroad Co. across Maspeth Avenue in the Borough of Queens...
101. ——— Application for permission to construct and maintain a spur track to be operated by the Long Island Railroad Co. across Maspeth Avenue in the Borough of Queens...
102. B. Altman and Company. Rescission of consent granted to construct, maintain and use two tunnels...Borough of Manhattan.
103. ——— Application for permission to construct, maintain and use two tunnels...Borough of Manhattan.
104. New York, New Haven and Hartford Railroad Company. Application for permission to install, maintain and operate standard gauge railroad spur tracks across and on the surface of East 135th Street...Borough of the Bronx.
105. Union Railway Company of New York City. Application for permission to install, maintain and operate a street surface railway track in East 129th Street, Borough of Manhattan...
106. Merchants Refrigerating Company. Petition for an amendment of the contract dated Oct. 21, 1910, as amended by contracts dated, respectively, May 15, 1913 and Nov. 23, 1917, authorizing the construction...operation of conduits for refrigeration purposes...Borough of Manhattan.

107. Fifth Avenue Coach Company. Consent granted to operate stages or omnibuses for the conveyance of persons...Borough of Manhattan.

108. Commissioner of Plant and Structures. Authorization to arrange for the necessary motor vehicles...Boroughs of Manhattan, Queens and Richmond.

109. Pennsylvania Railroad Company. Application for permission to utilize an existing spur track in West 37th Street, between 11th and 12th Avenues, Borough of Manhattan.

110. Beadleston and Woez, Inc. Application for permission to continue to maintain and use a conduit under and across West 10th Street...Borough of Manhattan.

— The City of New York and Union Railway Company of New York City. Extension upon and along Amsterdam and Nagle Avenues and Dyckman Street... May 18, 1917. 27 p. (Contract no. 111.) **Es8F.55**

— The City of New York and the Automatic Scoreboard Company, Inc. Electrical conductors in, through and under the streets and avenues in the Borough of Manhattan, for the purpose of operating automatic baseball scoreboards... June 4, 1917. 20 p. (Contract no. 112.) **Es8F.55**

— The City of New York and Seaboard Refrigeration Company. Amendment of contract dated June 22, 1906, as amended by contracts dated Dec. 20, 1907, Oct. 21, 1913, and Dec. 28, 1915, granting the company a franchise for the construction...of a conduit system for refrigeration purposes in the Borough of Brooklyn. Nov. 23, 1917. 8 p. (Contract no. 113.) **Es8F.55**

— The City of New York and Merchants Refrigerating Company. Amendment of contract dated Oct. 21, 1910, as amended by contract dated May 15, 1913, granting said company a franchise to construct...conduits for refrigeration purposes, Borough of Manhattan. Nov. 23, 1917. 9 p. (Contract no. 114.) **Es8F.55**

— The City of New York and City Island Motor Bus Company, Inc., amendment of contract dated Aug. 14, 1916. March 18, 1919. 8 p. (Contract no. 115.) **Es8F.55**

— The City of New York and New York Dock Railway, amendment of contract dated July 25, 1912. June 24, 1919. 11 p. (Contract no. 116.) **Es8F.55**

— The City of New York and Degnon Terminal Railroad Corporation. Amendment of contract dated June 12, 1914, granting the company a franchise for freight terminal railroad tracks in the Borough of Queens, as amended by contract dated May 4, 1915. April 1, 1920. 12 p. (Contract no. 117.) **Es8F.55**

— The City of New York and Merchants Refrigerating Company. Amendment of contract dated Oct. 21, 1910, as amended by contracts dated May 15, 1913 and Nov. 23, 1917, granting said company a franchise to construct...conduits for refrigerating purposes, Borough of Manhattan. Aug. 5, 1920. 11 p. (Contract no. 118.) **Es8F.55**

— Report by the Division of Franchises upon rate of fare provisions in franchises granted to street railway companies now in New York Railways Companies system. April 21, 1919. 66 p., maps. (Report, no. 175.) **Es8F.31**

— Court of Appeals of the State of New York; the people of the State of New York, on the relation of Lindley M. Garrison, as receiver of the Nassau Electric Railroad Company, appellant, against Lewis Nixon, constituting the Public Service Commission of the State of New York for the First District, and the Public Service Commission of the State of New York for the First District and the City of New York, respondents. Rate of fare provisions in franchises granted to street railway companies now in the Nassau Electric Railroad Company system. April, 1920. 43 p., maps. (Report, no. 177.) **Es8F.31**

— Court of Appeals of the State of New York; the people of the State of New York, on the relation of Lindley M. Garrison, as receiver of the Coney Island and Brooklyn Railroad Company, appellant, against Lewis Nixon, constituting the Public Service Commission of the State of New York for the First District, and the Public Service Commission of the State of New York for the First District and the City of New York, respondents. Rate of

fare provisions in franchises granted to street railway companies now in the Coney Island and Brooklyn Railroad Company system. April, 1920. 26 p., maps. (Report, no. 178.) **Es8F.31**

— Court of Appeals of the State of New York; the people of the State of New York, on the relation of Lindley M. Garrison, as receiver of Brooklyn, Queens County and Suburban Railroad Company, appellant, against Lewis Nixon, constituting the Public Service Commission of the State of New York for the First District, and the Public Service Commission of the State of New York for the First District and the City of New York, respondents. Rate of fare provisions in franchises granted to street railway companies now in the Brooklyn, Queens County, and Suburban Railroad Company system. April, 1920. 19 p., maps. (Report, no. 179.) **Es8F.31**

Department of Health. Accuracy of the Schick reaction; influence of variations in diphtheria toxin content in Schick outfits, by Abraham Zingher. Nov., 1920. 11 p. (Reprint series. no. 92.) **H34.31r92**

— Food and Drug Bulletin. v. 2, no. 11. Nov., 1920. **H34.24d**

— Monthly Bulletin. v. 10, no. 11. Nov., 1920. **H34.24m**

— Sanitary code: amended June 16, 1920. **H34.42sa**

Sec. 230. The manufacture and sale of hair brushes and hair cloth. (Amentment no. 96.)

— Sanitary code regulations. **H34.42sr**

— Regulations governing the handling, storing, offering for sale and selling of food and drink in retail stores. 1920. 16 p. **H34.42sr**

— Regulations governing the isolation of persons affected with an infectious disease. 1920. 1 sheet. **H34.42sr**

— Sanitary code and regulations governing the keeping of live poultry. 1920. 4 p. **H34.42sr**

— Sanitary code and regulations governing the keeping of live pigeons. 1920. 1 sheet. **H34.42sr**

— Sanitary code sections and regulations governing the removal and disposal of dead bodies of human beings. 1920. 14 p. **H34.42sr**

— Sanitary code and regulations governing the use of cyanide gas for fumigating purposes. 1920. 4 p. **H34.42sr**

— Section of sanitary code and regulations governing the isolation of persons affected with an infectious disease. 1920. 8 p. **H34.42sr**

— Section of sanitary code and regulations governing the registration of patent and proprietary medicines. 1920. 6 p. **H34.42sr**

— Section of sanitary code and regulations governing the use and occupancy of houseboats. 1920. 2 p. **H34.42sr**

— Sections of sanitary code and regulations governing the conduct of poultry slaughter houses. 1920. 10 p. **H34.42sr**

— Sanitary code and regulations governing the docking of vessels for the removing of offensive material. 1920. 2 p. **H34.42sr**

— Sanitary code and regulations governing the conduct and maintenance of dispensaries wherein human beings affected with communicable eye diseases are treated and cared for. 1920. 2 p. **H34.42sr**

— Sanitary code and regulations governing establishment and maintenance of tents and camps. 1920. 3 p. **H34.42sr**

— Sanitary code and regulations governing board and care of children. 1920. 2 p. **H34.42sr**

— Sections of sanitary code and regulations governing the manufacture in and bringing into the City of New York of ice cream. 1920. 4 p. **H34.42sr**

— Sections of the sanitary code and regulations governing the production, pasteurization, transportation, handling, storage, sale and distribution of milk, skimmed milk, cream, sour cream, buttermilk, condensed or concentrated

milk, condensed skimmed milk, and modified milk intended for human consumption in the City of New York. 1920. 48 p. **H34.42sr**

— **School Health News.** v. 6, no. 9. Nov., 1920. **H34.24s**

— **Staff News.** v. 8, Dec., 1920. **H34.24st**

— **Weekly Bulletin.** n. s., v. 9, no. 49-52. Dec. 4, 11, 18, 25, 1920. **H34.25**

— **Weekly Bulletin.** n. s., v. 10, no. 1. Jan. 1, 1921. **H34.25**

— **Weekly Bulletin.** Index to new series, vol. 9, for the year 1920. Dec. 25, 1920. n. s., v. 9, no. 52. **H34.25**

Borough of Manhattan. President. Report of the business and transactions, for the year ending Dec. 31, 1919. [1920.] 87 p. **25P92.01**

Borough of Richmond. President. Annual report for the year 1918. [1920.] 29 p.

Cover page reads: Staten Island; war record, resources, needs, future. Report of C. D. Van Name, President of the Borough of Richmond.

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Recreation, continued

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PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

19 January 1921

Number 21

The Vehicular Tunnel Under the Hudson River

The Laws of 1906, Chapter 260, created the New York Interstate Bridge Commission, which proposed to investigate, in conjunction with a similar Commission in New Jersey, the practicability of constructing a bridge over the Hudson. The Commission was increased in membership in 1907 by one to be appointed by the Mayor of the City of New York and this one was the Commissioner of Bridges in New York City. In 1913 the name of the Commission was changed to New York State Bridge and Tunnel Commission and it was given authority to consider tunnel communication. In 1919 (Chapter 178) the Commission was authorized to proceed with the construction of a tunnel or tunnels between a point in New York City near Canal Street and a point in Jersey City, for the use of pedestrians and for vehicles not operated by public service corporations. The State Engineer was added to the membership of the Commission. The sum of one million dollars was appropriated by the State for the purposes of the Commission.

The New Jersey Interstate Bridge and Tunnel Commission was given authority by that state to join New York in this undertaking and the same amount of money was appropriated.

A contract between the two States was made and finally executed on Dec. 30, 1919. This construction, and the cost thereof, is to be accomplished jointly, and the operation, repair and maintenance carried on jointly.

The Chief Engineer's report contains the recommendations for the construction of the tunnel. It is proposed that it be a twin-tube cast iron tunnel, twenty-nine feet exterior diameter, extending from the foot of Canal Street, Borough of Manhattan, to the vicinity of Twelfth and Provost Streets, Jersey City, N. J. Each tube is to accommodate two lines of traffic, moving in the same direction, and will be lined with concrete and contain adequate room for ventilation ducts and service conduits as well as a sidewalk for pedestrian traffic.

The following advantages will be acquired by the tunnels: (1) It will considerably shorten the time of transit across the Hudson River between the two States and afford a continuous means of communication unaffected by climatic conditions, (2) Will relieve to a great extent the traffic condition now existing, (3) Alleviate conditions of distress due to inability to bring supplies and necessities to the City of New York, (4) Increase the tax value of real property within a considerable radius at the terminals, (5) Pay its cost three times over in twenty years, (6) Reduce high cost of living by a reduction in the cost of trucking, (7) Increase the facilities for commerce in the Port of New York and relieve harbor congestion, (8) It would furnish the means of uninterrupted movement of troops and supplies in case of need.

Ground was broken for the tunnel on October 12, 1920.

The entire cost is estimated at twenty-eight million dollars and the tunnel is expected to be opened for traffic in 1924. The traffic at that date is estimated at almost six million conveyances. The estimated cost of equipment is \$705,000; net cost of real estate to be acquired is \$2,500,000; and administration, maintenance and operation will cost \$314,000 a year at the time of maximum operation. Tolls to be collected and rents from buildings over plazas will furnish a revenue which it is estimated at the end of twenty years will give each State a surplus of 33 million dollars.

BOOK REVIEWS

Women Delinquents

A Study of Women Delinquents in New York State, a publication of the Bureau of Social Hygiene, is a compilation of a vast amount of factual material concerning the women delinquents of the State who have been convicted of legal offenses. (New York: Century Co., 1920. 542 p. 364F39.) The authors, Mabel Ruth Fernald, Mary H. S. Hayes, Almema Dawley and Beardsley Ruml are responsible for the formulated statements, which are based on experiments and investigation carried on by many persons. This is the study of the individual, — physical, sociological and psychological, seeking

for the causes of her behavior, and purposing "to achieve a more adequate understanding of women delinquents." "Such information may at least help to remove and to prevent certain misconceptions regarding their characteristics." Two influences which seem to have a bearing on the problem are: (1) a poor economic background with few advantages or opportunities, and (2) a somewhat inferior mentality. It is interesting to note in the summary the part that the necessity of financial productiveness has on the situation of delinquent women. This splendid, scientific study with the conservative conclusions based thereon well deserves reading by city officials connected with such work.

New York City Building Regulations

The New York Title and Mortgage Co., 135 Broadway, has issued a book of thirty pages containing the New York City Building Zone Resolution, with explanatory notes by Geo. B. Ford, the Map designation, rules for use, height and area, rules of procedure adopted by the Board of Standards and Appeals, and their amendments, and the maps of Manhattan, Bronx and Brooklyn showing use, height and area districts. This is the second edition: the first was published in 1917. It is essential information in a convenient form.

Bacteriology for Nurses

Applied Bacteriology for Nurses, by Charles F. Bolduan and Marie Grund (Philadelphia: W. B. Saunders Co., 1920. 194 p. illus. 3. ed. thoroughly revised. 616.01B64a3), is the third edition of this popular and valuable text-book designed to furnish students of nursing a simple and clear presentation of the science of bacteriology in concise form. The book has two divisions, the first dealing with the general and various methods of studying bacteria, while the second is devoted to "Special Bacteriology," taking up the contagious and infectious diseases; food; water and disinfection. The World War brought to light many new ideas on transmission of disease by vermin; the chapter on this subject has been enlarged and brought up to date. An article on "Disinfestation" has also been added.

Government and Politics of France

As one of the series of Government Handbooks edited by D. P. Barrows and T. H. Reed, appears the *Government and Politics of France*, by Edward McChesney Sait (Yonkers: World Book Co., 1920. 478 p. 321F8). The interest in the parliamentary system of France has increased in late years because it has proven itself capable of adjustment to the emergencies placed upon it by the World War. Professor Sait begins his study with the Constitution of

1875 and brings it down through the elections of 1919. This is, as far as we know, the most complete text of the Government of France written in English. The history, organization and platforms of the national parties, the electoral activities, comparing those of the old system and the new, may be reviewed while the simple and direct style will be enjoyed. The functions of the main divisions of the government, including the courts, are ably discussed. The war-time modifications, which are considered in the introduction as a foretaste of things to come, will urge the reader to the close of the book.

Textbook on National Government

Wm. H. Bartlett's *Handbook of American Government*, which first appeared in 1912, has been revised by H. C. Black, editor of the *Constitutional Review* (New York: Thomas Y. Crowell Co., 1920. 162 p. 354B28ha). It is a handy little guidebook to the functions of the national government. Explanations of the most important sections of the Constitution, a summary of the rights of citizenship and its duties, the text of the Constitution and the nineteen amendments are included in the text. Its brevity and terseness of statement are its recommendations.

Mental Defectives

We call the attention of those in institutional work with the feeble-minded in the city to a 1920 book, *Types of Mental Defectives*, by Martin W. Barr and E. F. Maloney (Philadelphia: P. Blakiston's Son & Co., 1920. 178 p. 362.3B27). This is an elementary book, showing beginners how to recognize easily the various forms of mental defect. The broad classification divides defectives into untrainable idiots and trainable imbeciles; the imbeciles are divided into grades of mentality for the awakening and further development of power according to individual capacity. Specific cases, with photographs, are used in explanations. The authors think that correct classification is of paramount importance in this kind of work.

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MUNICIPAL

REFERENCE LIBRARY

NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

26 January 1921

Number 22

The Municipal Lunch Room

On March 18, 1914, the Sinking Fund Commission of New York City authorized the establishment of a lunch room for women employees in the Municipal Building. The Women's Municipal Lunch Club was organized and was incorporated under the laws of the State of New York on Jan. 4, 1918. The City furnished and equipped the lunch room on the 26th floor of the Municipal Building. The members of the Club paid a fee of \$2.00 a year, and with a fund of \$200 the Club started the operation of the cafeteria lunch room on Dec. 12, 1917. At first, only members were entitled to the privileges of the lunch room, and outsiders were charged five cents a day. Later this charge was removed and the lunch room opened to all women and men in the municipal, state or federal service. The original fees with which the cafeteria was started were refunded to the members. The present successful management under Mrs. J. S. Waters serves more than five hundred people every day, and the daily receipts average \$150. The best possible food is served at the lowest price; the surplus has been applied to purchase of additional equipment.

New Magazines

Administration, the new journal of business analysis and control, published by the Ronald Press has made its initial appearance. Its standard size is handy; the two-columned page, printed in good type, and not interspersed with advertising, is easily read. The editors, Roy B. Kester, James M. Lee and Edw. H. Gardner, are authorities on the theory of business. A note about each of the contributors

to this first number precedes the articles. The magazine intends to present definite, effective methods for executive control, particularly in the interpretation and use of records, operating statements and reports. As examples, we note some of the contributions in January's issue: "Basic principles of stores organization," "Budgetary control and administration," and "Perpetual inventory of the Personnel." Reviews of books and of pamphlets are not unusual departments, but in this magazine they are well-written and always useful. In "Chronicle and Comment" are found many good suggestions for the executive. An unusual feature is an analytical index to the one number.

The *Metropolis*, a magazine of the City of New York, began publication with the January first issue. It is a semi-monthly illustrated magazine of 24 pages, large sized. Alexander Otis is editor, and among the contributors are Leonard Wallstein, Frederic Wallis, Travis Whitney and other men and women well known to the public.

City-State-Nation, a weekly legislative review which is published from January to June of each year by the New York State League of Women Voters, 280 Broadway, New York City, has assumed a new form which is much more convenient. Previously, the material was printed on a large sheet suitable for posting on a bulletin board. Beginning with this fourth volume it is the standard size with a two-columned page. *City-State-Nation* contains a summary of all legislative action taken by Congress, the State Legislature, and the New York City Board of Aldermen and Board of Estimate and Apportionment. No comment is made. This fact bulletin should be read by every citizen.

What Other Cities are Doing

A new source of revenue is proposed by *Philadelphia*. An ordinance providing for taxation of all railroad sidings, bridges and conduits, crossing or encroaching upon the streets of the city has been drafted. A charge of 70 cents per square foot per year for bridges and 50 cents per square foot for all ground within the street lines occupied by railroad sidings is to be made. It is expected that \$500,000 revenue may be received each year.

The waterworks of *Providence*, R. I., according to the Auditor's Report in 1920, had a net profit of \$285,000, after paying all interest and setting aside \$140,000 for depreciation.

Detroit Municipal Railway plans to begin its service on February 1. The first cars will be operated over the St. Jean lines to Charlevoix Avenue and Alter Road.

Kansas City has organized a "Commission on Ventilation for Greater Kansas City." It will investigate air conditions in schools, theatres and other public buildings.

Denver is having constructed an armored automobile (the body of which will be made in its own shop) for the use of the police in chasing highwaymen and robbers. "Municipal facts," the official city monthly, gives a description and illustration of this unique car.

Memphis, Tenn., is beginning the construction of a municipal auditorium and market-house combined. The auditorium will have a seating capacity of 12,500.

Sunday motion pictures at the City Auditorium, under the direction of the City Government, will probably be the result of a conference between a group of citizens and Mayor Key in *Atlanta*, Ga.

The Municipal Council of *Buenos Aires* in July resolved to create a municipal committee on physical training to encourage physical culture in all forms. The council also determined to construct a model stadium in Chacabuco Park for this purpose.

An electrical safety code has been established by the City of *Seattle*.

Chicago has adopted the 50-ward law. The number of wards has been increased from 35 to 50, but as only one alderman instead of two from each ward is provided for, the total number of aldermen has been reduced.

Louisville, Ky., has found a new way to reduce automobile accidents. Grave-stones have been set up at several corners in the downtown districts with the legend: "A fatal accident occurred here last year."

Sacramento, Cal., has adopted a new charter which follows closely the model charter recommended by the National Municipal League. Its chief features are city manager plan and proportional representation for the election of the council of nine.

Detroit Department of Public Works has established an employment bureau through which employment on public work in the various city departments is being provided. 11,204 have registered to date, and 3,857 of this number have been given work.

Civic employees of the City of *Westmount* (Montreal, Quebec) are covered by a scheme of group insurance. Under the system workers in the city offices are insured for from \$500 to \$1,500 according to the length of time they have served the city.

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SMOKE abatement study and plans at Salt Lake City; proposed ordinance includes residences — expert supervision — nuisance is great with small coal consumption. (Engineering News-Record, Jan. 13, 1921. p. 74-75.)

Snow Removal

STATE Bureau of Municipal Information of the New York State Conference of Mayors and other City Officials. Snow removal in American cities. Nov., 1920. 17 p. (Report no. 573.) VF

Statistics

ROTTY, M. C. Making statistics talk. 1. Graphics in general and statistical control by the executive. 2. The popular language of graphics. (Industrial management. Dec., 1920. p. 394-398. Jan., 1921. p. 45-53, 57-58. charts.)

SECRIST, HORACE. Readings and problems in statistical methods. 1920. 427 p. 310Se2r
UNION of South Africa. Office of Census and Statistics. Social statistics; statistics of retail and wholesale prices, rents and cost of living (1895 to 1919) with a statement of the methods of compilation. 1919. 120 p. charts. 305A21s

Street Cleaning

STREET cleaning in St. Paul; hand sweeping by patrol system, auto-sweeper, flushers and squeegees used. Streets oiled with auto-oilers. (Public Works, Jan. 1, 1921. p. 11-12.)

Street Railways

WILCOX, D. F. Service at cost in local transportation. (National Municipal Review, Dec., 1920. p. 765-772.)

Taxation

ATKINSON, R. C. The effects of tax limitation in Ohio cities. (National Municipal Review, Dec., 1920. p. 772-776.)

CHAMBER of Commerce, United States of America. Referendum no. 34, on the report of the Special Committee on Taxation. Dec. 17, 1920. 28 p. VF

HAIG, Robert M., and G. E. Holmes. The taxation of excess profits in Great Britain; a study of the British excess profits duty in relation to the problem of excess profits taxation in the U. S. A report prepared for the Committee on War Finance of the American Economic Association. (American Economic Review, Dec., 1920. 244 p. Supplement.)

Valuation

WILCOX, D. F. Working capital in street railway valuation. 1920. 24 p. (Supplement to the Annals of the American Academy of Political and Social Science, Nov., 1920.) 657.24W64

MUNICIPAL

REFERENCE LIBRARY

NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

2 February 1921

Number 23

New York City's Aviation Division

New York City is the first city in the United States to have a squad of aerial police. This squad was organized by the Police Commissioner in November, 1918, as a division of the Police Reserves, under the command of Col. Jefferson De Mont Thompson. The importance of aerial protection for New York City was first demonstrated by the aviators who directed the protection of communities near Morgan, N. J., during the great catastrophe of Oct. 4, 1917. Later the aviators proved their usefulness by directing the work of the firemen during the Greenpoint fire. The squad may be used also for the detection of river thieves and smugglers, for heading off criminals and for carrying photographs and finger print records of criminals, when such records are needed in a hurry.

The city has set aside the following sites as landing-places for the aerial police: (1) Dyker Beach Park, Brooklyn; (2) 82nd Street and North River; and (3) 130th Street and Hudson River. In addition to these landing-places, the Federal Government permits all police flyers to use the United States Navy Aerodrome at Fort Hamilton, Brooklyn.

With the exception of one inspector and one patrolman, the squad is entirely a volunteer organization, and is composed of 100 experienced flyers and aeroplane mechanics, all commissioned officers. Most of these men served in the Aviation Corps, United States Army, during the late war.

A school of aviation is maintained by the squad at the old Second Precinct Station House at 156 Greenwich Street. Any young man may enter this school, provided he can pass the physical examination prescribed for enlistment in the United States Army. A high school education is desirable, but not an absolute requisite for admission. Students are taught radio-operation, rigging, auto-mechanics, and flying. Instruction is given five evenings a week, and young men come from the five boroughs and even from outlying suburbs, so great is their interest in the course. Instruction is free to all students, the only requirement being that each graduate of the school enroll in the Aviation Corps, and hold himself ready for duty in an emergency. There are about 100 students in the school at the present time. The United States Navy has been generous to the Aviation School at all times, and has recently lent them two seaplanes. These are now at Port Washington, Long Island, and are used for practical instruction in flying. The school not only acts as a training school for police aviators, but gives a young man efficient training in a good trade, and provides for him a social center.

BOOK REVIEWS

Profit-Sharing

Albert Trombert, Secretary of the Society for the Practical Study of Profit-Sharing, has written a short practical treatise on the subject, entitled *Profit-Sharing* (London: P. S. King & Son, 1920. 92 p. 331.21T75). In his first chapter, he defines the essential principles of the system. He then outlines a history of the movement in France, and shows to what extent it has been adopted by the leading countries of the world. Though he does not claim that profit-sharing is a panacea for the world's industrial ills, he does prove clearly that where profit-sharing has been introduced, it has increased production, lessened labor turnover, and promoted harmony between employers and workmen.

Civics

John A. Lapp, formerly Director of the Bureau of Legislative Information, and now with "Modern Medicine," has brought out a 1920 edition of *Our America — the Elements of Civics*, which first appeared in 1916 (Indianapolis: Bobbs-Merrill, 1920. 354L31). "This book is written to set forth the elementary facts of government in this country. It begins by a statement of the way people live in modern society; it discusses the needs and wants of people for food, clothing, shelter, property, education, enjoyment and liberty; it shows the necessity for common protection against harm; it shows how out of these needs and wants comes the necessity for government. The study of this subject is not, however, a matter for schools alone. It must be universal and continuous... Citizenship must keep itself progressively informed of the progress of the race in its efforts to realize the fullest justice and fair dealing."

An appendix by Charles Kettleborough gives

much useful information as to the duties of federal, state, county and township officers. A short bibliography and an index are included.

In *The Young Citizen's Own Book* (New York: Crowell, 1920. 320 p. 354B86) Mr. Chelsea Curtis Fraser presents a study of our national government especially designed for young readers. In an easy, conversational style he sketches our scheme of federal organizations, state and municipal governments, our form of party organization and many other phases of American life. The book is purely descriptive, and never controversial. Numerous pictures and a series of charts add to its appeal to the young citizen.

Philadelphia

A little book, *Philadelphia*, compiled by George E. Nitzsche, published by the Rotary Club of Philadelphia (1920. 111 p. 974.811-P5g) is a guide to that city. The usual features of a guide book are contained therein, with many illustrations and a few maps. Only three pages are devoted to the municipal government, and these enumerate the various departments.

"Jot"

Mr. Milton Wend of the "American City" staff, Tribune Building, has originated, written, and published *Jot, the Quick-Writing System* (1920. 24 p. 653W48). This system is not to displace shorthand, but it is intended for the person who must take notes. It stands between longhand and shorthand. The characters used are the letters of the alphabet; capitals are omitted, vowels are usually omitted, phonetic spelling, and word-signs are used. It is claimed that this simplified method may be learned in a very few lessons. The scheme is novel and appears to be worth learning.

CURRENT CIVIC LITERATURE

Budgets

WOMEN'S Municipal League of the City of New York. The city budget for 1921. Jan., 1921. 6 p., folder. (Women and the City's Work, v. 6, no. 15.) VF

Canals

GLEASON, G. P. The economics of New York State's new Barge Canal system and its effect on our transportation future. (National Inland Waterways, Jan., 1921. p. 13-16, 67.)

NIXON, Lewis, and others. The Saint Lawrence Ship Canal proposition; papers read before the meeting of the New York State Waterways Association at Buffalo, N. Y., Nov. 11-12, 1920, by Lewis Nixon, A. E. Cornelius, George Clinton, F. S. Gardner, E. P. Stratton, M. E. Lewis. [1920.] 94 p. 626N65s

SARGENT, A. W. Lake Washington Ship Canal, Seattle, Wash. (National Inland Waterways, Jan., 1921. p. 29-34, 76.)

Charters

ROBESON, G. F. Special municipal charters in Iowa, 1836-1858. 1920. 163-270 p. (Iowa Journal of History and Politics, April, 1920.) 352.13218

Citizenship

WOMAN'S Home Companion. Good Citizenship Bureau. Good citizenship leaflets: no. 1, 2A-2F, 3, 4, 5, compiled by Anna S. Richardson. 1920. VF

1. Good citizenship made easy. 15 p.
- 2A. How to register. 2 p.
- 2B. Primaries and why they are important to you. 2 p.
- 2C. How the president is elected. 2 p.
- 2D. Nominations. 4 p.
- 2E. Lawmaking. 4 p.
- 2F. Taxes and where they go. 4 p.
3. American life and politics in fiction. 6 p., folder.
4. This government of mine. 8 p.
5. Put a two-cent stamp to work. 4 p.

City Planning

ENGINEER Board recommends plans for Jersey City; new developments comprise port terminals on Hudson and Hackensack and motor road approaches for highway tunnel. (Engineering News-Record. Jan. 27, 1921. p. 177-179.)

Civics

HARAP, Henry. Objectives in community civics. (School and Society, Dec. 25, 1920. p. 634-638.)

Cooperation

SMITH-GORDON, Lionel, and Cruise O'Brien. Cooperation in many lands. 1919. v. 1. 272 p. 334Sm6

Employment Agencies

MOSHER, W. E. The coordination of agencies engaged in employment activities. Jan., 1921. 10 p., typewritten. VF

NEW YORK STATE. Industrial Commission. Reorganization of the State Employment Bureau. (In its: Annual report, 1918/19. 1920. p. 215-225.)

Government, County

WHITNALL, G. G. City and county consolidation for Los Angeles. (National Municipal Review, Jan., 1921. p. 7-9.)

Government, Municipal

CONFERENCE of Mayors and Other City Officials of the State of New York. Proceedings of the eleventh annual meeting, July 6-8, 1920. 1920. 148 p. 352.19N7

Reports of Special Committees on, Legislation and Litigation affecting Education; Income Tax Legislation, Telephone Rate Litigation, Railway Rate Legislation.

The following is a partial list of the papers presented: Pensions for state and municipal employes, by J. S. Phillips; The state and the municipality, by H. C. Walker; Municipal budget standards, by L. H. Gulick [with discussion]; Sound municipal bonding, by R. R. Reed [with discussion]; Centralized municipal purchasing, by C. A. Bingham [with discussion]; The educational problem—administration, by C. L. Craig; School administration and the city government in the cities of New York State, by W. J. Wallin; The education problem in the city—financial, by Ross Graves [with discussion]; Tax limitations, by S. F. Hancock; Why your city should be zoned, by H. S. Swan; Reduction of juvenile delinquency by community effort, by O. F. Lewis.

DAYTON. City Commission. Annual report for the year 1919. May, 1920. 32 p. illus. 352.09D3c

Harbors

New location proposed for Chicago Harbor by army engineers. (Engineering News-Record, Jan. 20, 1921. p. 120.)

Housing Problem

COOPERATION—the ultimate solution of housing problem; what the Lockwood Committee has disclosed. (Better Times, Jan., 1921. p. 1, 19, 21.)

HAMILTON, John Alan. Housing. (In: New York State Conference of Charities and Corrections. Proceedings. 1919. p. 161-176.)

MINNESOTA. Department of Agriculture. Investigation of the housing and rental situation in Minnesota, by J. H. Hay. Oct., 1920. 19 p. (Bull. no. 12.) VF

Labor Problems

AMERICAN Academy of Political and Social Science. Social and industrial conditions in the Germany of today, edited by R. W. Balderston and R. L. Cary. 1920. 166 p. (Annals, Nov., 1920.) 331Am3g

NEW YORK STATE. Industrial Commission. Industrial code; rules as amended relating to the construction, installation, inspection and maintenance of steam boilers. [1920.] 148 p. (Bureau of Industrial Code. Bull. no. 14.)

Milk Distribution

PORTER, Eugene H. Kingston milk distribution costs; report of investigation of distribution of milk in the city of Kingston, N. Y. (N. Y. State. Div. of Foods and Markets. Foods and Markets. Nov., 1920. p. 13-18.)

Motion Pictures

MOVING Picture Age. 1,001 films; a reference book for non-theatrical film users. 1920. 145 p. VF

Nurses and Nursing

NATIONAL Organization for Public Health Nursing. Library Department. Reading lists on organization, administration and development of public health nursing... compiled by A. M. Carr and Florence Bradley. Oct., 1920. 24 p. 610.73C23

Parks

AMERICAN Scenic and Historic Preservation Society. City Hall Park. (In: Annual report, 1920. 1920. p. 138-147.) 974.7Am3

— New York City parks. (In: Annual report, 1920. 1920. p. 131-133.) 974.7Am3

HARMAN, John N. Our park system. (Brooklyn Chamber of Commerce Bulletin. Jan. 15, 1921. p. 9, 11-12.)

Ports

CALDER, William M. The Port of New York. (Brooklyn Chamber of Commerce Bulletin. Jan. 15, 1921. p. 6, 10.)

FOWLER, C. E. Port facilities. (National Inland Waterways, Jan., 1921. p. 35-37, 48, 65.)

HANCOCK, T. R. The Port of Texas City. (Gulf Ports Magazine, Jan., 1921. p. 38-39. illus.)

MASSEY, G. M. The equipment and port efficiency of Manchester, England. (Gulf Ports Magazine, Jan., 1921. p. 23-26. illus.)

PURSER, H. S. The port of New Orleans; situated at the mouth of America's greatest river system, the port of the valley offers a perfect co-ordination of modern rail-river-ocean transport facilities. (The World's Markets. January, 1921. p. 17-21.)

Primaries

HUGHES, C. E. The fate of the direct primary. (National Municipal Review, Jan., 1921. p. 23-31.)

NEW YORK Municipal Reference Library. Selected bibliography on non-partisan primaries, compiled by L. H. Bolander. Jan., 1921. 1 p., typewritten. VF

Smoke Abatement

THE SMOKE nuisance. (Toledo. City Journal. Jan. 8, 1921. p. 17.)

Snow Removal

REMOVING snow from city streets; methods used by different cities for removing or otherwise handling snow, including melting; municipal cleaning of sidewalks; mechanical appliances used for removing snow. (Public Works. Jan. 8, 1921. p. 37-40.)

Statistics

CANADA. Bureau of Statistics. Municipal statistics; report on cities and towns having a population of 10,000 and over. 1920. 57 p. (Sessional paper no. 17.) 352.299C28ms

Street Railways

DETROIT Bureau of Governmental Research, Inc. Memorandum to Ross Schram, secretary to the Street Railway Commission, re type of street railway construction used in Bridgeport and certain other Connecticut cities. Aug., 1920. 9 p. + 3 plans. VF

Taxation

KANSAS. University. Municipal Reference Bureau. 1920 tax rates and assessed valuations in Kansas cities. Dec., 1920. 4 p. (Bull. no. 23.) VF

NATIONAL Tax Association. Drafts of personal income and business income tax acts, prepared for the National Tax Association by the committee appointed to prepare a plan for a model system of state and local taxation. (National Tax Association. Bulletin. Jan., 1921. p. 100-125.)

Teachers, Salaries

MASSACHUSETTS. Special Commission on Teachers' Salaries. Report of the... appointed by the Governor, Aug. 18, 1920. 1920. 159 p. 372.5M4

Terminals

BELT line plan to make New York a railhead port; Joint Harbor Commission also projects "automatic-electric" underground loops for Manhattan distribution. (Engineering News-Record. Jan. 27, 1921. p. 182-185.)

HISTORIC Port of Bristol strives for increased recognition; nearer to principal foreign centers, its defenders point out — richest productive district in England radiates from its terminals. (Nautical Gazette, Dec. 25, 1920. p. 18-19.)

RAILWAY terminals and yards. (Engineering and Contracting. Jan. 19, 1921. p. 63-64.)

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

9 February 1921

Number 24

Port Development

The Brown-Adler Law (Chap. 426) Laws of 1917, authorized the Governor to appoint three commissioners with power to act with commissioners appointed by the Governor of New Jersey, in recommending a policy to be pursued by the two states and the nation to the end that the Port of New York be efficiently and constructively organized, furnished with modern types of piers and freight facilities and adequately protected in time of war. The commissioners serve without compensation, but an appropriation was made for their expenses. A bill similar to this was passed by the New Jersey Legislature and signed by the Governor. The two commissions organized into a Joint Commission of six members known as the New York, New Jersey Port and Harbor Development Commission. This Commission began at once the study of the needs of the port as a whole and by 1919 it had assembled a large amount of data on the method of handling traffic and the cost of all traffic passing through the port. A Preliminary Joint Report made in February, 1918, and the Progress Report in April, 1919, show that the investigation resolved itself into three phases, (1) Study of existing conditions, (2) Analysis of the handling of commerce under existing conditions, and (3) Planning of new methods naturally divided into railroads, steamships, lighterage and trucking. Special investigations were grouped under 23 heads as follows: West Side Railroad, Markets and Food Distribution, Exterior Belt Line — New Jersey, Mechanical equipment of harbor, Banking and commer-

cial operations, Tariff, Stevedoring, Disposal of municipal waste, Handling of building material, Conditions at New York piers, Barge Canal terminals, Canals and waterways, Private terminals, Warehouses, Ferries, Handling of fuel, Handling of ice, Handling of grain, Express business, Electric power supply, Water supply, Trucking, Channels and Dredging.

Early in 1920 the Commission announced a tentative draft for a proposed treaty between New York and New Jersey. This proposes the creation of a central port authority which shall have control of all projects and improvements for the development of the port.

Bills for such a Port Authority were introduced in the Senate and Assembly of the 1920 Legislature but they did not get out of committee. Similar legislation passed the New Jersey Legislature but was vetoed by the Governor.

This year the Commission is continuing its effort to bring its findings before the Legislature and the public, and consequently has published a "Summary of Joint Report with Comprehensive Plan and Recommendations." The full report will consist of two volumes and four parts and may be obtained at a later date from the Secretary's office at 115 Broadway, New York City. There appears also an advance issue of Chapters 9, 10, 11 and 14 of the Report. A system has been proposed of inner and outer belt-line railroads on both the New Jersey and the New York sides of the harbor connecting all trunk lines, with spurs to various waterfronts. The elimination of surface tracks and the provision of equal service from each of the ten railroads at twelve union terminals in lower Manhattan are proposed by the use of automatic electric development. These proposals are merely suggestive of the many recommendations included in this very thorough study made by the Commission.

The New York Budget for 1921

The Library has received the final "Budget for 1921" of the City of New York which shows that the grand total for the coming year is \$345,530,039.77. Last year's total amounted to \$273,689,485.13 or \$71,840,554.64 less than this year's figure, the increase being due in large part to salary increases allowed to city employees. The main items in the new budget, compared with the 1920 budget, are given below:

DEPARTMENT	1921 BUDGET	1920 BUDGET
Board of Aldermen and City Clerk.....	\$ 408,542.30	\$ 302,840.00
Board of Estimate and Apportionment.....	384,286.67	368,999.00
Mayoralty	87,281.00	71,247.00
Department of Finance	1,970,691.33	1,547,248.00
City Chamberlain	84,993.00	69,995.00
Law Department	1,152,272.00	1,030,493.00
Department of Taxes and Assessments.....	756,621.00	640,281.00

DEPARTMENT	1921 BUDGET	1920 BUDGET
Board of Elections	\$ 2,046,521.00	\$ 2,129,915.00
Municipal Civil Service Commission	255,248.00	211,772.00
Commissioner of Accounts	298,634.00	252,520.00
Bureau of Weights and Measures	79,560.00	67,169.00
Department of Licenses	221,520.00	195,703.40
Department of Public Markets	196,776.15	209,785.20
Art Commission	8,411.60	7,526.60
President, Borough of Manhattan	4,850,335.27	4,051,207.79
President, Borough of The Bronx	2,180,299.89	1,820,293.93
President, Borough of Brooklyn	4,431,040.50	3,914,568.59
President, Borough of Queens	4,513,897.96	3,805,424.58
President, Borough of Richmond	1,434,078.49	1,252,386.11
Examining Board of Plumbers	7,984.00	7,210.00
Department of Education	50,720,880.83	49,408,681.12
College of the City of New York	1,059,422.70	820,468.65
Hunter College of the City of New York	785,379.66	640,516.98
Teachers Retirement System	2,920,672.00	2,611,033.00
Hunter College Retirement System	18,300.00	10,400.00
New York Public Library	1,120,037.60	993,585.00
Brooklyn Public Library	709,679.32	632,119.32
Queens Borough Public Library	252,806.58	223,731.50
Department of Parks, Park Board	41,723.00	32,895.00
Department of Parks, Manhattan and Richmond	1,613,352.75	1,300,853.85
Department of Parks, The Bronx	802,601.25	654,416.58
Department of Parks, Brooklyn	1,220,579.50	1,019,465.13
Department of Parks, Queens	396,382.75	314,465.90
Metropolitan Museum of Art	325,353.60	300,000.00
American Museum of Natural History	352,025.52	295,140.00
New York Botanical Garden	200,442.80	160,000.00
New York Zoological Garden	282,400.00	237,930.97
Brooklyn Botanic Garden and Arboretum	90,050.80	87,500.00
Police Department	28,349,407.64	24,595,186.71
Fire Department	17,033,082.28	13,186,753.19
Armory Board	433,879.00	392,025.73
Board of Standards and Appeals	42,687.00	38,810.00
Department of Health	5,655,868.17	4,729,832.92
Department of Public Welfare	8,197,487.67	7,497,561.43
Board of Child Welfare	3,081,635.00	2,084,492.00
Bellevue and Allied Hospitals	3,313,291.42	2,835,622.96
Tenement House Department	804,079.00	671,383.00
Department of Water Supply, Gas and Electricity	8,706,947.60	7,513,150.34
Department of Street Cleaning	16,790,036.33	13,163,523.54
Payments to Charitable Institutions	8,146,850.00	8,149,387.50
Department of Correction	2,444,136.00	2,331,214.20
Parole Commission	113,896.75	101,292.00
Department of Plant and Structures	5,419,850.40	3,432,416.95
Department of Docks	1,382,358.11	1,123,274.30
City Courts	339,689.00	283,470.00
Court of Special Sessions:		
Adult Court	326,008.00	285,929.00
Children's Court	330,672.00	279,786.00
City Magistrates' Courts	1,396,281.00	1,191,877.00
Municipal Courts	1,245,147.00	1,069,435.00
Board of City Record	1,394,841.00	1,093,730.00
Board of Purchase	170,206.00	151,679.00
Advertising	115,000.00	95,000.00
Debt Service	105,528,527.30	74,811,538.66
County Government	10,029,222.96	8,708,888.60

Housing Companies

The first bulletin issued by the new Civic Development Department of the Chamber of Commerce of the United States is entitled "Housing Companies." This is a study based on replies received from 107

chambers of commerce in the United States concerning house building in their communities. The information has been tabulated under the headings such as size and character of the development, difficulties in securing capital, materials and labor and questions of policy. We note that fifty-seven companies have started or completed the building of 5,714 houses and have made plans for building 1,000 more. Most of the companies favor selling the houses directly to home owners, but some adopted a renting policy. On the whole, these cities experienced little difficulty in securing plenty of labor and many report a reduction in the cost of labor.

Census Statistics

The Chemical National Bank of New York has issued a booklet containing a tabulation of the 1920 census returns. It gives the population of the states, and also of cities and towns having approximately 2,000 or more inhabitants. The tables are preceded by introductory paragraphs discussing the economic and social phase of growth and distribution of population. Until the official report of the Director of the Census has appeared in print this will serve as a useful book of reference.

MONTHLY LIST OF NEW YORK CITY PUBLICATIONS

No. 61

Board of Aldermen. Approved papers for the period ending Aug. 2, 28, Sept. 18, Nov. 20, Dec. 11, 18, 1920. no. 410-754, inclusive. **AL2.16a**

— Approved papers for the remainder of the year 1920. no. 755-806. (City Record, Jan. 12, 1921. p. 153-154, 189-193.)

— Calendar for Jan. 11, 18, 25, Feb. 1, 1921. no. 40-43. **AL2.15**

— Proceedings of the meetings held Jan. 3, 11, 18, 25, 1921. p. 1-154. **AL2.16**

— Proceedings of the meetings held Jan. 11, 18, 25, Feb. 1, 1921. (City Record. Jan. 13, 20, 27, Feb. 3, 1921. p. 205-218, p. 365-373, p. 549-562, 695-739.)

Bellevue and Allied Hospitals. Seventeenth annual report, Jan. 1, 1918, to Dec. 31, 1918. [1921.] 102 p., 4 tables. **B41.01**

Board of City Magistrates. Monthly reports of the Traffic Court, for Oct.-Nov., 1920. typewritten. **C81.74T67**

Board of City Record. The City Record. v. 49, no. 14479-14503. Jan. 3-31, 1921.

Published daily except Sundays and holidays.

— Index to City Record. v. 48, no. 14453-14478. Dec. 1-31, 1920.

With City Record of Jan. 20, 1921.

Municipal Civil Service Commission. Minutes of meeting held Aug. 31, 1920. (City Record. Jan. 27, 1921. p. 569-572.)

- Board of Estimate and Apportionment.** Budget for 1921. 338 p. **Es8.11**
 — Calendar for Jan. 7, 14, 20, 21, Feb. 2, 4, 1921. no. 3, 7, 9, 10, 14, 15. **Es8.15**
 — Minutes of the meetings held Nov. 15, 19, 22, 24, 26, Dec. 3, 7, 1920. **Es8.16**
 p. 6139-6512.
 — Minutes of meetings held Dec. 3, 7, 10, 13, 17, 20, 21, 22, 30, 1920. (City Record. Jan. 12, 19, 22, 25, 26, 29, 1921. p. 154-188, 306-351, 406-474, 502-506, 522-534, 598-627.)
Board of Education. Bulletin of High Points. v. 2, no. 10. Dec., 1920. **Ed8.04hp**
 — Journal. May 19, June 16, July 14, 30, Aug. 11, 25, Sept. 8, 15, 29, Oct. 13, 27, Nov. 5, 10, 17, 24, Dec. 3, 8, 1920. p. 911-2156. **Ed8.16**
 — Minutes of the Board of Superintendents, Nov. 5, 12, 19, 23, Dec. 3, 10, 14, 17, 21, 24, 1920. p. 605-695. **Ed9.82Su7**
Department of Finance. Report of the Comptroller (annual). 1919. 231 p.
Department of Health. Food and Drug Bulletin. v. 2, no. 12. Dec., 1920. **H34.24d**
 — Monthly Bulletin. v. 10, no. 12. Dec., 1920. **H34.24m**
 — School Health News. v. 6, no. 10. Dec., 1920. **H34.24s**
 — Staff News. Jan. 1, 1921. v. 9, no. 1. **H34.24st**
 — Weekly bulletin. n. s. v. 10, no. 2-5. Jan. 8, 15, 22, 29, 1921. **H34.25**
Law Department. Report for the quarter ended Sept. 30, 1920. (City Record, Dec. 31, 1920. 89 p. Supplement.)
Department of Licenses. Quarterly reports for the periods ending Sept. 30 and Dec. 31, 1920. **L61.03**
Borough of Manhattan. Department of Parks. (Monthly reports) of the New York Meteorological Observatory, Nov., 1920. p. 105-114. **P22.71m**
Examining Board of Plumbers. Report for the quarter ended Dec. 31, 1920. 1920. 1 p., typewritten. **P73.03**
Police Department. Annual report for the year 1919. 1920. 304 p. **P75.01**
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 — Fourteenth annual report for the year ended Dec. 31, 1920. 1921. v. 1. 166 p.

— Summary of quarterly reports of street railway companies operating in the City of New York, for April-June, 1920, and for the year ended June 30, 1920. 14 p.

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Aeronautics

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Art, Civic

ARTISTIC post cards to proclaim Chicago; Municipal Art League will utilize Chicago Camera Club photographs to make charms of the city better known. (*Chicago Commerce*. Jan. 8, 1921. p. 11.)

Auditoriums

The CLEVELAND Public Hall. (*American City*, Jan., 1921. p. 22-23.)

Camps, Municipal

SACRAMENTO opens mountain camp. (*Playground*, Nov., 1920. p. 460-461.)

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BALTIMORE. Supervisors of City Charities. Twentieth annual report for the fiscal year ending Dec. 31, 1919. [1920]. 35 p. 361.09B2

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City-Manager Plan

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Is the city manager plan a success? (*American City*, Jan., 1921. p. 6-8.)

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BOSTON. City Planning Board. Sixth annual report for the year ending Jan. 31, 1920. 1920. 52 p. 352.582B7

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KIMBALL, Theodora. A brief survey of city planning reports in the U. S. — 1920. (*Landscape Architecture*, Jan., 1921. p. 90-95.)

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Employment

EMPLOYMENT in factories; as reported by 1648 firms with over 540,000 employees or more than one-third of the factory workers in the State, and a weekly payroll of over \$15,000,000. (*N. Y. State Industrial Commission. Labor Market Bulletin*. Nov., 1920. p. 1-2.)

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WATER curtain protects firemen; the latest thing in firemen's suits. (*Fire Engineer*, Jan., 1921. p. 24. illus.)

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The FORESTS of Czechoslovakia; municipal forests in Bohemia and Slovakia total more than 4,000,000 acres. (*American City*, Jan., 1921. p. 37-38.)

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MUCH accomplished by municipal administration during the past year. (*Baltimore Municipal Journal*. Jan. 7, 1921. p. 1-2.)

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The oil menace in New York harbor. (Fire and Water Engineering. Jan. 5, 1921. p. 20-21.)

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LAPORTE, Walther de. The housing problem in Germany. (In: American Academy of Political and Social Science. Social and industrial conditions in the Germany of today... 1920. p. 137-141. Annals, Nov., 1920.) 331Am3g

VEILLER, Lawrence. The situation in America. (Garden Cities and Town Planning, Jan., 1921. p. 3-5. illus.)

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HOPKINS, R. J. City ice plants and fuel yards; information compiled from reports of city clerks on the ice and fuel situation in Kansas. (Kansas Municipalities, Dec., 1920. p. 23-24.)

Immigration

UNITED STATES. House of Representatives. Percentage plans for restriction of immigration; hearings before the Committee on Immigration and Naturalization, June 12-14, 18-20, Sept. 25, 1919, statements of S. L. Gulick, U. G. Murphy, B. F. Welty, J. W. Jenks, J. D. Phelan, C. S. McFarland, J. F. Miller, Miller Freeman, V. S. McClatchy. 1919. 296 p. (66th Congress. 1st session.) 326.1Un3pi

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ARCHIBALD, R. W. Municipal milk control. (Minnesota Municipalities, Dec., 1920. p. 167-169.)

N. Y. County Court House

METHODS and plant for excavation for sub-structure of New York County Court House. (Engineering and Contracting. Jan. 19, 1921. p. 52-53.)

A CONCRETE job mechanical; building the 320-foot diameter hexagonal sub-structure, 30 feet deep, for the New York County Court House. Methods and plant for excavation and removal of 94,000 yards of material and for mixing and placing 19,000 yards of concrete entirely with power plant. (Public Works, Dec. 25, 1920. p. 587-590.)

N. Y. C. High Bridge

The FATE of High Bridge; do the facts in the case warrant its reconstruction or demolition? (American Architect. Jan. 12, 1921. p. 45-49.)

N. Y. C. Rapid Transit

NEW YORK STATE. Transit Construction Commissioner. Expenses — communication to Board of Estimate and Apportionment submitting budget for first half of year 1921 — approval. (In: Proceedings, Dec. 3, 1920. v. 2. p. 1396-1416.)

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— Report by Chief Engineer for year, 1920. (In: Proceedings, Dec. 30, 1920. v. 2. p. 1544-1601.)

Pageants

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Pensions

NEW YORK CITY. Police Department. Annual report of the police pension fund. (In: Board of Aldermen. Minutes of stated meeting held Feb. 1, 1921. City Record, Feb. 3, 1921. p. 696-726.)

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TOLEDO. Ordinances. Proposed anti-screen ordinance. (Toledo. City Journal. Dec. 25, 1920. p. 598.)

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DOUGHERTY, H. V. The police and crime. (National Police Journal, Dec., 1920. p. 21.)

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ROCKWOOD, Edith. Chicago 1920 census tabulation. (Woman's City Club. Bulletin, Jan., 1921. p. 5-6.)

Port Development

COHEN, Julius H. Greatest port on earth; vision of what must be done to develop 978 miles of shore. (The Metropolis, Jan. 1, 1921. p. 14.)

THE DEVELOPMENT of the Port of New York. (Commercial and Financial Chronicle, Jan. 15, 1921. p. 201-202.)

Public Health

BURNHAM, Athel C. The community health problem. 1920. 149 p. 614B93

Public Utilities

PORTER, Horace. Public utilities, regulation or municipal control? (Pacific Municipalities and Counties. December, 1920. p. 452-462.)

Public Works

DETROIT Bureau of Governmental Research. Report to the Commissioner of Public Works on certain propositions for obtaining a supply of cement for the City of Detroit. Prepared by John McCable. Sept., 1920. 10 p., typewritten. VF

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DEBOER, S. R. Winter sports in our city parks. (American City, Jan., 1921. p. 55-58.)

Snow Removal

SNOW-LOADING machine for clearing Chicago streets. (Engineering News-Record. Jan. 27, 1921. p. 176.)

Social Service

ST. LOUIS Provident Association. A tragedy of errors. n. d. [21 p.] VF

Special Libraries

THE BUSINESS branch of the public library. (Journal of Electricity, Jan. 15, 1921. p. 71-72.)

BUSINESS libraries: a list of references. (Wilson Bulletin, Dec., 1920. p. 540-543.)

FAIRFAX, Virginia. Pamphlets and clippings in a business library. How the information is classified and indexed — Part 3. (Journal of Electricity. Jan. 15, 1921. p. 78-80.)

Street Railways

TRACKLESS trolley in two British cities; Bradford, with three routes in operation, is planning three more — the buses are used as feeders for the trolley system — a double-deck trackless trolley bus has just been put in service — Keighley, after five years' experience has added to its equipment and now has nine buses in service. (Electric Railway Journal, Jan. 8, 1921. p. 77-79.)

UNITED STATES. Federal Electric Railways Commission. Report to the President, Aug., 1920. 1920. 30 p. VF

Terminals

PARSONS, William B. Railway terminals and terminal yards. (Mechanical Engineering, Jan., 1921. p. 21, 62.)

Traffic Regulation

NEW traffic rules for theatre area; Police Department puts into effect regulations designed to prevent blockades; East and West zones created. (Greater New York, Jan. 10, 1921. p. 5.)

Tunnels

FIELDNER, A. C. Chemical problems in the ventilation of vehicular tunnels. (Heating and Ventilating Magazine, Jan., 1921. p. 33-34.)

VEHICULAR tunnel ventilation problem discussed by New York Chapter. (Heating and Ventilating Magazine, Jan., 1921. p. 51.)

Unemployment

AMERICAN Association for Labor Legislation. Standard recommendations for the relief and prevention of unemployment. Dec., 1920. 4 p. VF

Urges the importance of supporting the Nolan bill (H. R. 544) which provides for a commissioner of employment.

BROOKLYN plants now have 36 per cent of unemployment; 116 concerns report; wage reductions in one-third of establishments — little change in hours. (Brooklyn Chamber of Commerce Bulletin. Jan. 15, 1921. p. 1-2.)

LASKI, Harold J. England out of work. (Survey. Jan. 22, 1921. p. 594-595.)

STATE report shows increase of unemployment. (Current Affairs. Jan. 10, 1921. p. 19, 23.)

Valuation

WISCONSIN. University. Assessed valuation, per cent of true value, tax levies, and tax rates for Wisconsin cities, 1920. 1920. 15 p. (Municipal information bull. no. 8.) VF

Water Meters

WATER-SUPPLY statistics of metered cities; tabulation of data from over 1,000 cities in the U. S. and Canada. (American City, Jan., 1921. p. 41-49.)

Water Supply

FUTURE water-supply needs of the metropolitan district; rates of filtration have been doubled maintaining efficient bacterial removal and reducing unit costs. (Engineering News-Record. Jan. 27, 1921. p. 179-181.)

WATER supply and sanitation in the Metropolitan District of New York and New Jersey; discussion before the New York Section of the American Society of Civil Engineers deals with water supply, sewerage, refuse disposal and snow removal. (Engineering News-Record, Jan. 20, 1921. p. 104-107.)

Zone System

ADAMS, Thomas. Relation of zoning to city planning. (Canadian Engineer, Jan. 13, 1921. p. 127-128.)

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GRINNALDS, Jefferson C. Zoning — a part of the city plan. (Modern City. Jan., 1921. p. 14-18.)

PURDY, Lawson. Zoning: an American way of town planning. (Garden Cities and Town Planning, Jan., 1921. p. 13-16. illus.)

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

16 February 1921

Number 25

STANDARD OF CITIZENSHIP

"The average citizen must be a good citizen, if our republics are to succeed. The stream will not permanently rise higher than the main source; and the main source of national power and national greatness is found in the average citizenship of the nation. Therefore, it behooves us to do our best to see that the standard of the average citizen is kept high."

— Theodore Roosevelt.

Unemployment

In the "Notes" of Dec. 8, 1920, we invited your attention to the reports of Mayor Mitchel's Committee on Unemployment. The one which presented a working plan for meeting an unemployment situation, "How to Meet Hard Times," is no longer available, as the edition has been exhausted. Fortunately, Mr. Bruno Lasker of the *Survey*, and formerly assistant secretary of this committee has prepared a summary of the report which is issued as a supplement to the *Survey* for Feb. 5, 1921. This can be obtained from the *Survey*, 112 East 19th Street, New York City. City officials and chambers of commerce will find this a valuable aid.

The Merchandising Function

It is still an open question whether the distribution of food and of milk is within the functions of a municipality. Jamestown, N. Y., has answered in the affirmative by its election on August 21st, when it decided to have a municipal milk plant and distribution system. Saranac Lake has also been considering such a system and Wellington, New Zealand, has considered it as a municipal function. The municipalities in Great Britain, such as Bradford and Sheffield, have made milk distribution a part of their local food control problems. A Committee in Manchester has also recommended to its Council the municipalization of milk distribution.

We find that municipalities have been more concerned with milk distribution than with the distribution of food, though it is the consensus of opinion that the present distribution system is very inefficient. Emerson P. Harris, in discussing the subject (see *Foods and Markets*, March-April, 1920, p. 56-57), favors a cooperative system like the Rochdale plan. But until such cooperation can be achieved he proposes "that municipalities may devise an economical distributive agency by treating the merchandising function in a community as a monopoly or public service function and leasing the privilege of retailing within a given area to the bidder of the lowest gross profit. Whereas local retailing now costs around 25 per cent of the price of all we buy, the work could be so concentrated as to insure large scale operation. There is little doubt but what the cost would be practically cut in the middle. The bidder for such a privilege would have in his favor not only the great economy of large scale handling and the relatively steady demand due to the absence of competition but would also be a dealer of sufficient size to do his own wholesaling and thus again practically cut in half the cost of wholesaling." In Tuxedo Park, N. Y., the privilege of storekeeping is let to a single concern; total cost for soliciting orders, delivering, charging the goods and all incidental expenses was 13½ per cent, and over \$400,000 worth of goods were supplied.

What Other Cities are Doing

A bridge between El Paso, Texas, and Mexico, spanning the Rio Grande river, has been proposed by *El Paso* citizens. It is suggested that El Paso, Mexico, and the United States each pay a third of the cost.

San Francisco has a traffic tower. It has been erected at the corner of Market and Spear Streets, designed to control an electrically-operated switch for diverting certain street cars from the inner track to the Municipal or outer track.

Winnipeg, Manitoba. — The opening of the first employment office in Canada, devoted entirely to the needs of boys and girls leaving school, is a further extension of the work performed by the Employment Service of Canada. The office, located here, cooperates with the schools of the city in an effort to see that children who have finished their school course and desire employment shall receive suitable work.

Sacramento, Cal., has created a new municipal officer, that of City Landscape Architect. He is appointed, so that the position may be kept free of politics. His duties are those of a visiting consultant, for city planning and landscape architecture.

The *Tacoma* Railway & Power Company has arranged to run an advertisement for Tacoma in the *New York Times*, twice a week, for a year, as an appreciation of the cooperation of the city government and the civic organizations.

To provide funds for the construction of the proposed Detroit-Windsor suspension bridge, a \$28,000,000 bond issue will soon be offered to the public in *Detroit*.

Fire prevention is included in the list of studies required in all the schools of *New Jersey*, according to a law passed in 1920.

CURRENT CIVIC LITERATURE

Building Construction

HOOL, George A., and Nathan C. Johnson. Handbook of building construction: data for architects, designing and constructing engineers, and contractors. 1920. 2 v. 1,474 p. 690H76

ONLY 253 buildings in Manhattan completed in 1920. (Record and Guide, Jan. 15, 1921. p. 72.)

Bridges

PENNEL, Joseph. Five bridges. (The Nation's Business, Feb., 1921. 6 p.)

Bonds

NUVEEN, John. Municipal bonds in 1920. (Commercial and Financial Chronicle, Jan. 29, 1921. p. 417-418.)

Central Stations

CANADA. Bureau of Statistics. Census of industry, 1918. Part 1—statistics. Central, electric stations in Canada. 1920. 29 p. + 21 p. charts. (Sessional paper no. 17b.) 621.312C28ci

Charters

SACRAMENTO. Board of Freeholders. [Proposed] Charter of the City of Sacramento; prepared and proposed by the Board of Freeholders, elected May 15, 1920, in pursuance of Section 8, Article 11, of the Constitution of California. 1920. 93 p. 352.132S12ch

City-Manager Plan

NATIONAL Municipal League. The story of the city-manager plan; the most democratic form of municipal government. 1920. 31 p. (Supplement to National Municipal Review, Feb., 1921.) VF

City Plan Commissions

NATIONAL Conference on City Planning. Cities and towns with plan commissions. Nov., 1920. 1 sheet. VF

Civics

NEW YORK STATE. University. Syllabus in civics and patriotism. Feb., 1920. 91 p. (Bull. no. 704.)

Civil Service

PENNSYLVANIA Civil Service Reform Association. Civil service and expert service; statement prepared for the Pennsylvania State Federation of Women's Clubs. n. d. 8 p. VF

ROCHESTER Bureau of Municipal Research, Inc. Report on a proposed classification of titles and positions in the civil service of the city of Rochester, N. Y. 1920. 173 p. 336.12R6

Crime and Criminals

CHICAGO Crime Commission. Second annual report. Jan. 13, 1921. 48 p. (Bull. no. 17.) VF

The above commission was organized by the Chicago Association of Commerce in January, 1919, "for the purpose of fighting organized crime within the limits of the municipality."

Debt

DETROIT Bureau of Governmental Research. Detroit's bonded debt. (Public Business, Jan. 1, 1921. p. 1-4.)

Education

CRAIG, C. L. The educational problem—administration. (In: Conference of Mayors and Other City Officials of New York State. Proceedings, 1920. p. 111-119.) 352.19N7

ETTINGER, William L. Continuation school law and the employer. (Educational Review, Feb., 1921. p. 153-159.)

NEW YORK STATE. Department of Education. A report of the survey of the Utica school system. 233 p. illus., tables, charts.

Encephalitis

TILNEY, Frederick, and H. S. Howe. Epidemic encephalitis [encephalitis lethargica]. 1920. 252 p. charts, illus. 616.84T45e

Finance, Municipal

SHENTON, Clarence G. Philadelphia's "Mandamus evil"; the city treasury of Philadelphia must pay millions of dollars annually to meet obligations over which the city government has no control. (National Municipal Review. Feb., 1921. p. 81-86.)

Government, County

REED, Henry E. County government in Oregon — a growing problem. (National Municipal Review, Feb., 1921. p. 95-103.)

Government, Municipal

CIVIC Benefactors Commission. (Denver. Municipal Facts Monthly, Nov.-Dec., 1920. p. 11.)

WOODRUFF, Clinton Rogers. Smaller municipal councils more efficient. (Canadian Municipal Journal, Dec., 1920. p. 365.)

Hospitals

BANKER, Charles E. The origin and development of hospitals in New York City. (New York City. Department of Health. Monthly Bulletin, Jan., 1921. p. 8-13.)

Housing Problem

HOUSING; the housing situation in England. (United States. Bureau of Labor Statistics. Monthly Labor Review, Jan., 1921. p. 213-221.)

MACDOUGALL, Edward A. Co-operative housing; address delivered at Bridgeport Housing Conference, Dec. 10, 1920; origin and purpose of the Jackson Heights plan of tenant-ownership. 4 p. VF

THOMPSON, Longstreth. State housing. (Town Planning Review, Dec., 1920. p. 145-162.)

Immigrants

AMERICAN Academy of Political and Social Science. Present-day immigration; with special reference to the Japanese. (Annals, Jan., 1921. 232 p.) 326.1Am3

CRIST, Raymond F. Citizens in the making; a message from the U. S. government to the American people. (The Independent, Feb. 5, 1921. p. 134-135, 146-148.)

Juvenile Delinquency

SPIELMAN, M. A. Romance of child reclamation. 1920. 144 p. 364Sp4

Legislation

EFFICH, Elinor M. Record of legislative accomplishment — 1920. (National Municipal Review, Feb., 1921. p. 74-77.)

Materials, Testing of

AMERICAN Society for Testing Materials. Proceedings of the twenty-third annual meeting held June 22-25, 1920. 1920. 2 parts. 620.11Am3
Part 1. Committee reports; tentative standards. 1920. 848 p.
Part 2. Technical papers. 1920. 511 p.

Milk Supply

LIST of licensed milk dealers. (New York State. Division of Foods and Markets. Foods and Markets, Dec., 1920. p. 9-26.)

The MILK law. (New York State. Division of Foods and Markets. Foods and Markets, Dec., 1920. p. 3-6.)

Minimum Wage

WISCONSIN. Industrial Commission. Minimum Wage Act. 1920. 23 p. VF

Police

DISTRICT OF COLUMBIA. Metropolitan Police. Woman's Bureau. Report for 1919. [1920.] 12 p. 352.35D62

FOSDICK, Raymond B. Police improvement suggestions; given in an authorized interview to Allan Duane. (The Policeman's News, Jan., 1921. p. 8-9, 35.)

Primaries

MERRIAM, Charles E. Recent tendencies in primary election systems. (National Municipal Review, Feb., 1921. p. 87-94.)

Prisons

NEW YORK STATE. Prison Survey Committee. Report, 1920. 412 p. diagr., tables.

PARTIAL CONTENTS

The State — The prison and the prisoner. Prison industries and production. Classification, supervision and individual treatment of prisoners.

Method of distribution and redistribution of prisoner population.

Wage and other incentives and compensation for industrial injuries.

Market for prison-made goods.

Helping the prisoner to help himself.

Administration of the prison system.

Profit Sharing

CLEVELAND Chamber of Commerce. Employes' incentive plans in Cleveland industries; report of the Committee on Labor Relations, Jan. 12, 1921. 95 p. 331.21C6

Psychology

HOLLINGWORTH, L. S. The psychology of subnormal children. 1920. 288 p. 136.76H72sc

Public Service Commissions

The PUBLIC Service Commissions of the Bay State; the Massachusetts Commission is of particular interest because of its early history and the precedents it has established, which have since been followed by many other states. (Electric Railway Journal, Dec. 25, 1920. p. 1276-1282.)

Street Railways, Fares

COMPILATION of 288 cities with population of 25,000 or more, showing rates of fares in effect in 1917, 1918, 1919 and 1920. (Aera, Feb., 1921. p. 698-719.)

SERVICE-AT-COST for Grand Rapids; trial period of one year proposed as means of testing new measure with a view to its adoption permanently. (Electric Railway Journal, Jan. 29, 1921. p. 235.)

STREET car agreement. (Toledo. City Journal, Jan. 29, 1921. p. 58-59.)

WILCOX, Delos F. The five cent fare; a crucial point in our problem of public utilities. (Independent, Jan. 29, 1921. p. 107-108, 125-126.)

MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

23 February 1921

Number 26

MUNICIPAL GOVERNMENT AT ITS BEST

"To be at its best a government must have the confidence and support of the people at all times. The only way to get this support is through having a continuing interest based on a knowledge of city affairs in general. The successful administration must, in no small measure, be its own propagandist and publicity agent."

— C. E. RIGHTOR.

Queens and The Bronx

"Queens Borough, New York City, 1910-1920," a book of 240 pages, well-bound and attractively illustrated by drawings and photographs and a colored map of the Dual Subway System, was issued by the Chamber of Commerce of the Borough of Queens in June, 1920. The advantages of Queens Borough are set forth. It has an area of 117 square miles, 37 per cent of the land area of the city, and a population three times that of Boston. Its growth and industrial and residential development during the past ten years are described. The publication is a valuable reference book for this borough; giving con-

cise facts regarding history, commerce, transportation facilities, port advantages, factories, statistics of employees, and descriptions of bridges. As an example, the article on the New York Connecting Railroad and its wonderful Hell Gate bridge contains facts to find which it would be necessary to search many other sources. We could wish for such a book for every one of the five boroughs of the City.

The Bronx Board of Trade prepared a similar booklet in 1917, with corrections and additions in July, 1919. It is much less comprehensive than "Queens Borough"; it is practically a directory but contains some facts not to be found in general descriptive books of the city. The Bronx Board of Trade is also responsible for the "Port of Bronx Supplement," a special edition of the North Side News, Feb. 6, 1921. The commercial and civic organizations are uniting in their efforts to impress upon the shipping world and upon public officials the natural advantages of the port of The Bronx. Articles by some public officials and by business men urge the importance of the port.

BOOK REVIEWS

Income Tax

Robert H. Montgomery, C. P. A., has prepared the fifth annual edition of his "*Income Tax Procedure, 1921*" (New York: Ronald Press, 1921. 1205 p.) Vol. 2, Federal Excess Profits Tax Procedure, and Vol. 3, New York State Income Tax Procedure, complete the set and will be off the press within a few weeks. These books are the standard manuals upon which many business people depend in making out tax returns. The Treasury Department rulings and court decisions made up to Jan. 15, 1921, are included in this edition. The laws are interpreted and the form of returns illustrated. The exposition is simple and concise and the author is an accepted authority on the subject.

The Importance of Health in Civilization

Rudolph M. Binder, Professor of Sociology in New York University, has dedicated his book *Health and Social Progress* (New York: Prentice-Hall, 1920. 295 p. 614B51) to the medical profession. This non-medical book is devoted to the subject of health in relation to the world's progress. The meaning of health, how affected by religious codes, the attitude of peoples in Ancient Greece and Rome and in our own country towards health, are among the aspects of the subject discussed. "Health has been the most important factor in the development and extension of civilization" is the keynote of his book. The author is convinced that a more intelligent pursuit of health would result in a higher moral order and assist in solving many of our moral problems. He advances the idea that much of the unemployment is due to the low vitality of men. Our educational system is missing its opportunity of teaching health. These ideas and many more, fortified by facts of history and science, will be read with keen interest by many people.

A New Directory

The first edition of *The Accountants Directory and Who's Who, 1920*, has made its appearance. A book of 628 pages, edited by Rita Perine and published by the Forty-Fifth Street Press, 145 West 45th Street, New York City, it contains a directory arranged alphabetically by states, subdivided by cities and the names and addresses listed thereunder. It includes all the provinces of Canada, and in the foreign section are found those firms which have offices in the United States or Canada. The "Who's Who" section follows the general plan of all such biographical handbooks and gives similar information. The last section of the book is devoted to national and state accounting societies, giving the names and addresses of all important officers.

The "Who's Who" contains the names of men who hold the degree of C. P. A., of others recommended by financial institutions, all members of the American Institute of Accountants, and names of accounting businesses.

Book-keeping

In *Book-keeping and Accounting Practice* (Chicago: A. W. Shaw Co., 1920. 301 p. 657H76), S. R. Hoover has prepared an admirable elementary textbook. Every principle, with its history and meaning, is presented, then illustrated to show how it looks and finally it is applied. Students following this text will advance logically from simple to complex problems. Many kinds of accounts, such as department store, manufacturing and bank accounting are discussed.

Americanism

For beginners in the study of public affairs, among whom may be considered the new women voters, Augustus Lynch Mason has written

Guiding Principles for American Voters (Indianapolis: Bobbs-Merrill Co., 1920, 287 p. 354M38). Political and social questions are discussed in an easy style. The structure of American Government is briefly sketched in order to stress the political principles in our form of government, which constitute the very essence of Americanism. The author believes that America needs no reconstruction, but she does need re-dedication of her people to the principles which have made America great and free.

Market Data Book

Crain's Market Data Book and Directory of Class, Trade and Technical Publications, published by G. D. Crain, Jr., 417 S. Dearborn St., Chicago (462 p. 1921), is a reference book

for advertisers. The material is arranged alphabetically by trades and subjects, beginning with Advertising and continuing with such headings as Architects, Commercial and Industrial, Electrical, Municipalities and Counties, Purchasing, to Woodworking. Each article contains the basic information concerning that trade, industry or profession from the advertiser's standpoint; this is followed by a list of publications, with address, time of publication, subscription price and advertising rates, devoted to that trade or profession. The Index to Markets, arranged alphabetically by subjects, with cross-references, and the Index to Publications arranged alphabetically by title of periodical, make the Directory easy to use. This is the first edition, and, as far as we know, the first book of its kind.

CURRENT CIVIC LITERATURE

Asphalt Plants

MANHATTAN borough asphalt plant; improvements effected and planned include pumping asphalt from tankers to storage, operating sand drier by electric motor, unloading sand and stone by electric crane, handling stone dust with barrel elevator, elimination of trailers, installation of asphalt reclamation plant, standardization, equipment, and construction of garage extensions and machine shop. (Public Works, Jan. 8, 1921. p. 21-24.)

Auditoriums

BOWERS, Fred. City auditorium good investment; Newton's municipal building, though not self-supporting, has proven most useful and a model for other cities. (Kansas Municipalities, Jan., 1921. p. 10-11.)

INTERESTING facts regarding the municipal band stand and auditorium at Santa Monica, cut of which is on the cover. (Pacific Municipalities, Jan., 1921. p. 34-35.)

City-Manager-Plan

The CITY manager plan. (Minnesota Municipalities, Feb., 1921. p. 9-12.)

City Planning

NATIONAL Conference on City Planning. Progress reports on city planning. 21 p. VF

CONTENTS

City planning in St. Louis.
City plan progress in Detroit.
City planning in Dallas, Texas.
Progress of city planning in Rochester, N. Y.

Debt

DETROIT Bureau of Governmental Research. Detroit's bonded debt. (Public Business, Jan. 1, 1921. p. 1-4.)

Employment

NEW YORK STATE. Industrial Commission. Employment in New York State factories in October. (Bulletin, Nov., 1920. p. 38.)

Employment Agencies

UNITED STATES. Employment Service. Annual report of the Director General to the Secretary of Labor for fiscal year ended June 30, 1920. 1920. 43 p. 331.86Un3s

Employment Systems

WELLS, W. J. The perpetual inventory of the personnel. (Administration, Jan., 1921. p. 62-72.)

Exhibits

HALL, Sophia. The municipal exhibit. (Minnesota Municipalities, Feb., 1921. p. 16-17.)

Fire Losses

NATIONAL Board of Fire Underwriters. American fire losses for five years (1915-1919 inclusive) and yearly averages. (Safeguarding America Against Fire, Jan., 1921. p. 4-5.) VF

Fire Protection

SMITH, G. Waldon. City ordinances relating to fire protection; two general groups, fire prevention in construction and care and maintenance from this standpoint—city ordinances must particularize—suggested ordinances. (Fire and Water Engineering, Feb. 9, 1921. p. 252-253.)

Freight Handling

McDOWELL, C. S. Electrifying facilitates port operation; the reduction of port delays is possible through the use of modern loading and unloading equipment—description of some types of electrical equipment which have proved to be suitable for such work. (Electrical World, Jan. 12, 1921. p. 365-367.)

Gas

HARPER, R. B. City gas of the future. (Western Society of Engineers. Journal, Jan., 1921. p. 1-15. charts.)

Government, Municipal

JANUARY issue of the Salt Lake City Municipal Record contains annual reports of city departments.

Home Rule

MUNICIPAL home rule and non-partisan elections. (State Bulletin, Feb. 1, 1921. p. 4.)

Housing Problem

MACKENZIE, Clinton. Industrial Housing. 1920. 71 p., illus., diag. 613.5M19

Industrial Management

JORDAN, J. P. Factory control through accounts and statistics. (Administration, Jan., 1921. p. 53-61.)

SOCIETY of Industrial Engineers. Industrial education... proceedings of the fall national convention, held Nov. 10, 11 and 12, 1920. 1921. 245 p. 331Solp

Milk Supply

HOYT, C. F. Essential factors in producing a good milk supply. (Pacific Municipalities, Jan., 1921. p. 24-27.)

N. Y. C. Piers

DENIES further extension of New York pier. Secretary of War orders city to put Hudson Piers in Chelsea section of Manhattan back to original line. (Engineering News-Record, Feb. 10, 1921. p. 250-251.)

N. Y. C. Traffic Regulation

TRAFFIC regulations make Broadway a one-way street. (Engineering News-Record, Feb. 10, 1921. p. 256.)

Pensions

WINNIPEG adopts pension scheme for all employees. (Personnel, Feb., 1921. p. 11.)

Police

DRISCOLL, M. E. Woman's place in the police plan. (Policeman's News, Nov.-Dec., 1920. p. 9, 44.)

Purchasing Methods

RITTER, Dwight S. Centralized purchasing for cities. (The Purchasing Agent, Feb., 1921. p. 82-84.)

Rapid Transit

ELECTRIFICATION of Staten Island lines proposed; present rapid transit facilities of Staten Island analyzed and a comprehensive plan of electrification suggested — tunnels to Brooklyn will soon be necessary, connecting with existing rapid transit lines. (Electric Railway Journal, Jan. 29, 1921. p. 222-223.)

NEW YORK STATE. Governor. Digest of the governor's traction message. (State Bulletin, Feb. 1, 1921. p. 7-8.)

WILLIS LAWRENCE, the man who is responsible for generation of the power that drives most of New York's transit facilities. (Power, Dec. 14, 1920. p. 946.)

Recreation

JENCKES, Earl. Winter a community asset; citizens of progressive municipalities spurn firesides to tear winter from the almanac and use it as a tonic for health and happiness and for civic and individual betterment. (The Park International, Jan., 1921. p. 43-48.)

Refuse and Refuse Disposal

BESSON, F. S. A further study in the economics of garbage reduction; operations at Columbus and Washington compared — outlay for more tankage at Washington would pay but not for grease. (Engineering News-Record, Feb. 10, 1921. p. 258-259.)

Safety

TOLEDO. Department of Public Safety. Annual report, 1920. (Toledo. City Journal. Supplement, Feb. 5, 1921. 8 p.)

Sewage Disposal

SAVILLE, Thorndike. Notes on English sewage treatment. (Public Works, Jan. 8, 1921. p. 24-26.)

Sewers

HARTUNG, Paul A. Unique sewer construction in Kansas City, Mo. (Municipal and County Engineering, Jan., 1921. p. 21-22.)

Snow Removal

STATE Bureau of Municipal Information of the N. Y. State Conference of Mayors and other City Officials. Snow removal in American cities. (American City, Feb., 1921. p. 168-170.)

Unemployment

HEDLEY, Frank. Unemployment must be relieved; build new subways and boom New York. (The Metropolis, Feb. 1, 1921. p. 9.)

PASSING the peak of unemployment. (The Literary Digest, Feb. 12, 1921. p. 11.)

Water Rates

WILSON, John. Water rates in small cities and villages. (Journal of the American Water Works Association. January, 1921. p. 38-47.)

Zone System

BASSETT, Edward M. Changes in New York's building zones. (Public Works, Jan. 29, 1921. p. 92.)

COMEY, Arthur C. Novel provisions of the Milwaukee zoning ordinance. (The American City, Feb., 1921. p. 154-156.)

EAST ORANGE, N. J. Commission on Building Districts and Restrictions. Building zones, East Orange, New Jersey. Nov. 12, 1920. 46 p. map.

GRINNALDS, Jefferson C. Zoning as a remedy for congestion. (Baltimore. Municipal Journal, Jan. 21, 1921. p. 2.)

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

2 March 1921

Number 27

New Publications

The Citizens' Committee on City Plan of Pittsburgh, which began its work for civic betterment in the summer of 1920, is now publishing a monthly bulletin entitled "Progress." The first number is that of January, 1921. Last year two special reports were published on Pittsburgh Playgrounds, and a third in this series will be issued soon. It will be devoted to the Major Street plan with recommendations for the Boulevard of the Allies.

"Progress — published to promote the Pittsburgh plan" is an eight-page bulletin typographically attractive and illustrated with photographs, cartoons and diagrams. In the February issue the most interesting article is the study of the city traffic, which is supplemented by a diagram showing the volume of traffic and a chart giving a summary of a count made by the Citizens' Committee. The Citizens' Committee is certainly to be highly commended for its purposes and the means they have adopted to inform the community and educate them to their needs.

The Merchant Truckmen's Bureau of New York (15 Park Row, Room 435) has recently been formed, with James J. Riordan as President, and Gardiner Pattison as Secretary. The Bureau began in February the publication of the "Commercial Transportation News" as its official organ. It is a magazine of sixteen pages, exclusive of the advertising, a cover with the contents, and some illustrations. The

leading article was contributed by Dock Commissioner Hulbert and devoted to the improvement of the port. The March issue contains an interesting interview with Police Commissioner Enright, which suggests plans for the construction of a viaduct along the North River beginning at the Battery and terminating at 72nd Street. The viaduct is to be divided to provide for motor passenger vehicles, motor commercial vehicles and horse-drawn vehicles. Another proposal which has been considered to alleviate the traffic congestion is to remove the Second Avenue and Sixth Avenue elevated structures and place them underground thus leaving these thoroughfares open for vehicles. This publication will interest city officials, truckmen and shippers.

City Tax Rate for 1921

The Board of Aldermen, in accordance with the provisions of the law, have fixed the tax rate for the five boroughs of New York City for the year 1921.

The rates on real estate, compared with those of 1920 are:

	1921	1920
Manhattan - - - - -	2.77	2.48
The Bronx - - - - -	2.84	2.53
Brooklyn - - - - -	2.80	2.54
Queens - - - - -	2.85	2.54
Richmond - - - - -	2.83	2.53

In The Bronx the rate is higher on account of .01 added for local improvement assessment, and in Queens .06 is added for local improvement.

What Other Cities are Doing

Chicago is about to widen and double-deck South Water Street. The width will be 135 feet on the Chicago River from Lake Street to the new bridge at Michigan Avenue. On the level below the Boulevard will be a street for heavy traffic.

The construction of the *Jamestown*, N. Y., municipal milk plant has been delayed by difficulty in selling the city bonds.

Galveston, *Beaumont* and *Port Arthur* have been complimented by the United States Public Health Service on their prompt and effective efforts in rat-proofing and protection against carriers of the bubonic plague.

As a new source of revenue *Chicago* City Council is contemplating a tax upon all branches of business, ranging from \$10 to \$25 annually. There may also be an annual tax of \$1 per person on all employees.

An ordinance providing that on all work done by the city, either through direct forces or by contract, should be paid the prevailing rate of wages, a rate established by the city in its own maintenance operations and which had been uniform with the trade-union scale, was passed in *St. Louis*, Mo., in June, 1920. So much difficulty has arisen and construction work has been so held up that the Board of Aldermen have recently repealed it, to take effect March 1st.

Newark has adopted a comprehensive building zone ordinance.

A scheme has been drawn up by the Mayor of *Toronto*, Canada, for the construction of 1,000 small houses. The plan provides for the loan of \$1,000,000 to builders and commencement of work in the spring.

CURRENT CIVIC LITERATURE

Accounting

NEUBAUER, Charles M. Methods in credit accounting. (Administration, Feb., 1921. p. 151-168.)

Advertising

CHICAGO plans advertising agency license fee system; National Commission Legislative Committee says it will fight ordinance, but Western A. A. A. Council members register approval. (Printers' Ink, Feb. 17, 1921. p. 28.)

COMMUNITY advertising. (Winnipeg Community Builder, Feb. 1, 1921. p. 4.)

Automobile Theft

AUTOMOBILE Club of Maryland. Automobile thefts and police inefficiency in Baltimore; report of Osborne I. Yellott, counsel to the Board of Governors. 99 p. VF

Bridges

BRIDGES in the City of Chicago; number, cost and types of bridges and their operation — traffic conditions — development of bascule type of movable bridge in the city — description of bridge on Michigan Avenue improvement. (Good Roads, Feb. 2, 1921. p. 57-58, 60, 63.)

Business

SYRACUSE Public Library. Business list; what the...has for business students. (Syracuse Library Windows, Feb., 1921. p. 3-9.)

Carnegie, Andrew

WILLIAMSON, Charles C. Andrew Carnegie: his contribution to the public library movement; a commemorative address. 1920. 14 p. VF

City Planning

BZGG, W. A. Town planning and development in Saskatchewan; resume of developments since passing of Town Planning and Rural Development Act, and of methods of regulating land subdivision employed since 1909 — C. N. R. and C. P. R. responsible for 170 per cent of plans submitted. (The Canadian Engineer, Feb. 17, 1921. p. 219-222.)

GREATER Berlin. (Garden Cities and Town Planning, Feb., 1921. p. 49.)

Cripples

NEW YORK Committee on After Care of Infantile Paralysis Cases. Survey of cripples in New York City; under the auspices of a special Committee on Survey of Cripples. Henry C. Wright, Director of Survey. 1920. 104 p. 374.6N5c

Education

The joy of Barren Island; Public School 120 and its inspiring work — Miss Shaw's organization. (School, Feb. 17, 1921. p. 421, 423.)

UNITED STATES. Bureau of Education. Educational directory, 1920-21. 213 p. 370Un3c

Elections

CHICAGO Bureau of Public Efficiency. The high cost of elections in Chicago and Cook County. Jan., 1921. 24 p. 324C4

Employment Agencies

PUBLIC employment offices. (In: Wisconsin. Industrial Commission. Biennial report, 1918-1920. p. 36-44.) 331.09W6

Engineering

WYNNE-ROBERTS, R. O. Municipal engineering; a historical survey of various branches of municipal engineering, including water supply, sewage disposal and road construction, with tables of present day statistics relative to Canadian cities. (Engineering Institute of Canada. Journal, Feb., 1921. p. 110-114.)

Government, Municipal

DIRECTORY of executive and administrative offices of city government. (Baltimore. Municipal Journal Feb. 18, 1921. p. 4-5.)

Governors' Messages

PUBLIC Affairs Information Service. Digest of governors' messages, 1921. (Public Affairs Information Service. Bulletin, Feb. 12, 1921. 18 p.)

Hours of Labor

The KANSAS Court of Industrial Relations on hours of labor; Amalgamated Association of Street and Electric Railway Employees v. Joplin & Pittsburg Railway Company. (Law and Labor, Feb., 1921. p. 38-40.)

Housing Problem

BOYD, John T. A short bibliography and analysis of housing. (The Architectural Record, Feb., 1921. p. 180-185.)

LEGISLATURE extends life of Lockwood Housing Committee. (Record and Guide, Feb. 19, 1921. p. 230.)

Income Tax

NATIONAL Tax Association. Drafts of personal income and business income tax acts, prepared for the...by the committee appointed to prepare a plan for a model system of state and local taxation, with introductory remarks by Charles J. Bullock. Jan., 1921. 28 p. VF

Labor Problems

MERCHANTS' Association of New York. The turnover of factory labor in New York City; prepared by the Industrial Bureau. Oct., 1920. 11 p. VF

Manuals

MARYLAND. Secretary of State. Maryland manual, 1919-20. 1920. 330 p., illus. 328.4M3

Metropolitan Museum of Art

WOMAN'S Municipal League of the City of New York. The Metropolitan Museum of Art. (Women and the City's Work. v. 6, no. 21. Feb. 22, 1921.) VF

New York Public Library

HARRIS, Muriel. The book table; an astonishing American commonplace. (The Outlook, Feb. 23, 1921. p. 306-308.)

Parks

ASHBY, H. P. From dumping grounds to city park. (Parks and Recreation, Jan., 1921. p. 105-106.)

Pavements

ASPHALT Association. How American cities are paved; results of comprehensive paving census show that asphalt far outstrips all other paving types. 10 p. VF

VAN ETTA, C. J. Salvaging old asphaltic surface material taken from street pavements. (Municipal and County Engineering, Jan., 1921. p. 3-4.)

Piers

BUSINESS men inspect new Staten Island piers; Dock Commissioner Murray Hulbert invites representatives of the Merchants' Association to examine means for reaching the improvement in Richmond Borough. (Greater New York, Feb. 21, 1921. p. 9.)

NEW YORK harbor dry dock corporation's plant; installation on the Narrows, New York bay, includes large floating docks, piers, wet basins, yards and shops with coordinated arrangement and equipment. Structural features, construction operations and plant. Ingenious methods of difficult submerged excavation and pile driving. (Public Works, Feb. 12, 1921. p. 141-143.)

Port Development

PORT development in New York and Chicago. (Chicago Commerce, Feb. 19, 1921. p. 22.)

Rapid Transit

CURRAN, Henry H. Home rule and the transit problem in New York City; an address at the Town Hall, Feb. 2, 1921. 1921. 20 p. 84C93

MAYOR Thompson's traction plan. (Western Society of Engineers. Journal, Feb., 1921. p. 40-41.)

Refuse Disposal

AVERY, Sherwood H. Garbage burners in Montevideo. 3 p., typewritten. VF

PROCTOR, E. M. Sarnia garbage and refuse incinerator. (The Canadian Engineer, Feb. 17, 1921. p. 223-225.)

Special Libraries

RANKIN, Rebecca B. Special libraries in New York City. 1921. 10 p. VF

NOTE: Reprints may be secured from Secretary of the N. Y. Special Libraries Association, Miss Gertrude Peterkin, 195 Broadway, Room 2513, upon request.

Statistics

DOUGLAS, Archer W. The study and purpose of statistics. (Administration, Feb., 1921. p. 175-178.)

Street Cleaning

PHILADELPHIA Bureau of Municipal Research. Municipal street cleaning hails the new year. Jan., 1921. 12 p. (Citizens' Business. no. 450.) VF

Street Obstructions

ROCKWOOD, Edith. Advertising benches on the city streets. (Chicago Woman's City Club Bulletin, Feb., 1921. p. 12.)

Street Railways

TRAIN operation in New Jersey; after tests covering various operating conditions, in which considerable research work was done and both the theoretical and practical aspects of the subject were given full consideration, the Public Service Railway adopts trailer operation on a large scale — details of recent tests are given. (Electric Railway Journal, Feb. 12, 1921. p. 319-321.)

TRAYLOR, Melvin A. Municipal aid in railway financing; local transportation systems essential to community life — service-at-cost franchises recommended — municipal credit might be offered for extensions — state commissions should have power to regulate fares. (Electric Railway Journal, Feb. 12, 1921. p. 307-308.)

Surveys

ADSHEAD, S. D. The practical utility of civic survey. (Garden Cities and Town Planning, Feb., 1921. p. 34-35.)

PEPLER, G. L. The civic survey preparatory to zoning; with particular reference to industry. (Garden Cities and Town Planning, Feb., 1921. p. 36-39.)

Swimming Pools

GERHARD, William P. The sanitation of the swimming pool. 1920. 13 p. VF

WESTON, Robert S. Combined open-air swimming pool and hockey rink at Milton, Mass. (The American City, Feb., 1921. p. 119-120.)

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MAY 1921

MUNICIPAL

REFERENCE LIBRARY

NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

9 March 1921

Number 28

Earmark of Citizenship

"Service to the Community" should be the earmark of citizenship. We have gone on these many scores of years elaborating upon the privileges of American citizenship; but outside of a few movements, such as the Boy Scouts, we have had little attention directed to the obligation of citizenship itself. Citizenship in these times, and in all times, is an obligation, not a privilege.

— Herbert Hoover.

A Greater Montreal

The Special Commission which was appointed to draft a new charter for Montreal (see editorial comment in the "Notes," March 24, 1920, p. 208) has completed its task after eight months of continuous study. A bill, in the form of an amendment to the present charter, which embodies the recommendations of this Commission, is before the Quebec Legislature. The borough system of government, as used by the London County Council, has been decided upon as the best for the government of a large area. While the primary purpose of the Commission was to draft a new charter for the City of Montreal, they were also empowered to recommend a system of government for Greater Montreal. A "Metropolitan Commission for the Financial Control of the Island of Montreal" has been suggested, to consist of members appointed by the Councils of each municipality, to control the finances of all municipalities within the metropolitan area and ensure coordination in all business of an inter-urban character.

MONTHLY LIST OF NEW YORK CITY PUBLICATIONS

No. 62

- Commissioners of Accounts.** Annual report, 1919. **Ac2.01**
- Board of Aldermen.** Approved papers for period ended Feb. 26, 1921. nos. 1-117. (City Record. Feb. 26, 1921. p. 1187-1197.)
- Calendar for Feb. 8, 15, March 1, 1921. no. 44-46. **AL2.15**
- Proceedings of the meetings held Feb. 1, 8, 15, 1921. p. 155-396. **AL2.16**
- Proceedings of stated meetings held Feb. 8, 15, March 1, 1921. (City Record. Feb. 10, 17, March 3, 1921. p. 867-877; 995-1003; 1271-1292.)
- Board of Assessors.** Report for the year ended Dec. 31, 1920. **As7.01**
- Board of City Record.** The City Record. v. 49, no. 14504-14525. Feb. 1-28, 1921.
- Published daily except Sundays and holidays.
- City Record civil list supplement. July-December, 1920.
- Index to City Record. v. 49, no. 14479-14503. Jan. 3-31, 1921.
- With City Record of Feb. 19, 1921.
- Municipal Civil Service Commission.** Minutes of meetings held Sept. 8 and 9, 15, 16, 17, 21, 22, 23, 27, 28, 29, 30, 1920. (City Record. Feb. 28, March 3, 4, 1921. p. 1226-1227; 1296-1299; 1315-1317.)
- Department of Correction.** Report for the year 1919. 1920. 88 p. **C75.01**
- Department of Docks.** Report for quarter ended Dec. 31, 1920. (City Record. March 2, 1921. p. 1259.)

Board of Education. Annual report of the President of...to the Mayor of New York, 1919. 1920. 93 p. **Ed8.71P92**

— Budget estimates, 1921. **Ed8.11**

— Bulletin of high points. v. 3, no. 1. Jan., 1921. **Ed8.04hp**

— Journal. Dec. 22, 31, 1920. p. 2157-2309. **Ed8.16**

— Minutes of the Board of Superintendents. Jan. 7, 1921. p. 1-17. **Ed9.82Su7**

— Salaries of employees of the Board of Education of the School District of New York, N. Y.; analytical working sheets, chap. 73, Laws of 1920 (Lockwood-Simpson Law), chap. 680, Laws of 1920 (Lockwood-Donohue Salary Law); salaries Dec. 31, 1919, to Dec. 31, 1921; name by name lists of persons permanently employed at the time of the preparation of these tables. 1920. 440 p. **Ed8.11aw**

— Text books, etc., authorized to be used in the day and evening elementary schools, Boroughs of Manhattan, The Bronx, Brooklyn, Queens and Richmond, under the control of the Board of Education. 1921. 130 p. **Ed9.55t**

— Text books, etc., authorized to be used in the day and evening high schools, Boroughs of Manhattan, The Bronx, Brooklyn, Queens and Richmond. 1921. 145 p. **Ed9.55th**

Board of Elections. Annual report, 1920. **EL2.01**

Board of Estimate and Apportionment. Calendar for Feb. 11, 16, 18, 25, March 4, 1921. no. 17, [18], 19, 20, 22.

NOTE: No. [18] same as no. 11, Jan. 26, 1921.

— Minutes, June 1 to June 30, 1920. 1920. v. 3. p. 2465-3314. **Es8.16**

— Minutes of meetings held Dec. 10, 17, 20, 21, 22, 30, 1920. p. 6513-7140. **Es8.16**

— Minutes of meetings held Jan. 4, 6, 7, 10, 11, 13, 14, 17, 1921. p. 1-262. **Es8.16**

— Minutes of meetings held Jan. 4, 6, 7, 10, 11, 13, 14, 17, 20, 21, 26, 28, 31, 1921. (City Record. Feb. 8, 15, 23, 25, 1921. p. 800-835; 924-954; 1072-1111; 1144-1169.)

— Skilled trades in city employ, with allied occupations of mechanics' helper, fireman, stoker, oiler, water tender, deckhand, auto engineman and asphalt worker, as provided in the budget for 1921, as of Jan. 1, 1921. 1921. 15 p. **Es8.13sk**

Finance Department. Report of the Comptroller for the fiscal year ended Dec. 31, 1920. In accordance with the requirements of Section 161 of the Greater New York Charter (Chap. 466, Laws of 1901). (City Record. Feb. 28, 1921. p. 1-233.)

Department of Health. Food and Drug Bulletin. v. 3, no. 1, 2. Jan., Feb., 1921. **H34.24d**

— Monthly bulletin. Jan., 1921. v. 11, no. 1. **H34.24m**

— School health news. v. 7, no. 1, 2. Jan., Feb., 1921. **H34.24s**

— Staff news. v. 9, no. 2. Feb., 1921. **H34.24st**

— Weekly bulletin. n. s., v. 10, no. 6-10. Feb. 5, 12, 19, 26, March 5, 1921. **H34.25**

Department of Licenses. Reports for quarters ended Sept. 30 and Dec. 31, 1920. (City Record. Feb. 17, 1921. p. 1008.)

— Report for the year 1920, showing moneys received and license documents issued to January 1, 1921. 2 p., typewritten. **VF**

Mayor. Report of John F. Hylan to the Board of Aldermen. Dec., 1920. 76 p., illus. **M45.01**

Mayor's Public Welfare Committee. Address of Richard E. Enright, Police Commissioner, at the dinner of the...at the Waldorf-Astoria. Oct. 6, 1920. 1920. 10 p. **M45.66P96e**

Department of Parks. [Monthly report] of the New York Meteorological Observatory. Dec., 1920. p. 115-124. **P22.71m**

Department of Plant and Structures. Municipal ferries; rules and regulations for the government of passengers and vehicles, including vehicle rates and time-tables. Staten Island Division, 39th Street (Brooklyn) Division, promulgated Aug. 5, 1920, effective Aug. 25, 1920. 16 p. 92nd Street — Astoria Ferry, promulgated Sept. 13, 1920, effective Sept. 27, 1920. 8 p. **P69.43f**

— Report for the quarter ended March 31, 1920. (City Record. Feb. 19, 1921. p. 1040-1042.)

Examining Board of Plumbers. Report for quarter ended Dec. 31, 1920. (City Record. March 3, 1921. p. 1299.)

Commissioners of the Sinking Fund. Calendar for Feb. 3, 17, March 3, 1921. no. 3-5, meeting no. 5-7. **Si6.15**

— Proceedings of meetings held Jan. 27, Feb. 3, 17, 1921. (City Record. Feb. 5, 15, 26, 1921. p. 771, 954-964, 1197-1206.)

Board of Standards and Appeals. Bulletin. Feb. 8, 15, 23, March 1, 1921. v. 6, no. 6-9. **B86.25**

Brooklyn Public Library. Bulletin. v. 13, no. 6. March, 1921. **XB79b**

Metropolitan Museum of Art. Bulletin. v. 16, no. 2. Feb., 1921. **XM56b**

— The Children's Bulletin. Dec., 1920. v. 4, no. 4. **XM56a**

New York Botanical Garden. Journal. v. 22, no. 253. Jan., 1921. **XN52j**

New York Public Library. Bulletin. v. 25, no. 1-2, Jan., Feb., 1921. **XN51b**

— *Municipal Reference Library.* Municipal Reference Library Notes. v. 7, no. 24-27. Feb. 9-23, March 2, 1921.

New York Zoological Society. Zoological Society Bulletin. v. 24, no. 1. Jan., 1921. **XN53z**

Staten Island Institute of Arts and Sciences. Museum bulletin. v. 3, no. 7. Feb., 1921. **XSt2m**

— Proceedings. Oct., 1917 — May, 1918. **XSt2p**

Kings County. Surrogate's Court. Summary statement of the principal work of the Surrogate's Court, Kings County, for the year 1920. 2 p., type-written. **61C94.01**

NEW YORK STATE

Public Service Commission, First District. Proceedings of the meetings held Dec. 1, 2, 3, 4, 5, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 22, 23, 24, 29, 30, 31, 1919. p. 1013-1055.

— Proceedings of the meetings held Jan. 2, Feb. 2, 3, 4, 5, 6, 9, 10, 11, 13, 16, 17, 18, 19, 20, 24, 25, 26, 27, March 1, 2, 3, 5, 9, 10, 12, 13, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30, 31, April 1, 5, 6, 8, 9, 12, 13, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30, May 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 17, 18, 19, 20, 24, 25, 27, 28, June 1, 3, 4, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 22, 23, 25, 28, 29, 30. p. 1-288.

— Report for the year ending Dec. 31, 1918. v. 1. Report and appendices A to D inclusive. 1920. 879 p.

Transit Construction Commissioner. Transit Construction Record. v. 8, no. 1-2. Jan., Feb., 1921.

THE PATROLMAN'S EXAMINATION

An entrance examination for patrolmen under Municipal Civil Service Commission takes place on March 15, 1921. The Municipal Reference Library, 512 Municipal Building, has books and pamphlets and lists of questions and answers which will assist men in their preparation for this examination. *You* are welcome in the Library, and we will also gladly loan you material.

The following references will be found here and may be consulted:

Cahalane, C. J., and others. Police duty: a course of study for policemen everywhere. Compiled from studies prepared for the New York City Police School for Recruits. 1912. 220 p. 351.62C13

Civil Service Chronicle. How to become a policeman; catechism for men who want to be policemen. 1908. 351.61C28

— How to get on the police force. rev. ed. 1912. 92 p.

— Same. 1915. 131 p.

351.61C49ho

Sample questions and answers and instruction in New York City Government, New York City Locations, and Arithmetic.

Fosdick, Raymond B. American police systems. New York: Century, 1920. 408 p.

A general description of police organizations in American cities.

McAdoo, William. Guarding a great city. Harper Bros., 1906. 350 p. 352.35M11
A description of the experience of the writer while Police Commissioner, and his views on the efficiency of the department.

New York City. Charter. 1918. Sections 337-338. Laws of arrest.

— Mayor. Municipal Year Book. 1916. 235 p.

M45.65m2

A brief sketch of each department of New York City Government.

— Municipal Civil Service Commission. Examination questions for patrolmen. April 1, 1914. 2 p.

C56.23pa

Memory test and examination questions on arithmetic and New York City Government.

— Medical standards required for firemen and patrolmen. (In: Manual of examinations. 1915. Chap. 7, p. 27-30.)

C56.42m2

— Sample questions of examinations held during the year 1909.

351.61N51s

— Sample questions of examinations held during the year 1910. C56.23

— Sample questions of examinations held during the years 1911 and 1912. 351.61N51s

— Questions of principal examinations held Jan.-March, 1917. C56.23

— Questions of principal examinations, Oct.-Dec., 1917. C56.23

— Standards for physical examinations. 1916. 60 p.

C56.65sp

Physical standards required of policemen and firemen. p. 42, 43.

New York State. Statutes. Penal Law and Code of Criminal Procedure, 1918. p. 61-76. Law of arrest.

O'Reilly, J. J. How to become a patrolman. New York: Chief Pub. Co., 1921. Sample questions of examinations and general information necessary for the examination.

Skehan, J. J., and J. P. CONWAY. Practical police work. New York: J. P. Conway, 1919. 273 p. 351.61Sk2pp

A comprehensive manual of useful police knowledge.

Woods, Arthur. The Police Department of New York City. (Part I, Modern City, Nov., 1917, p. 9-16; Part II, Dec., 1917, p. 16-22; Part III, Jan., 1918, p. 16-20, 46.

A general description of the activities of the department.

BOOK REVIEWS

Careers for Women

As a guide to the youth of the country in its choice of a life career, Catherine Filene, Director of the Intercollegiate Vocational Guidance Association, has compiled and edited *Careers for Women* (Houghton Mifflin Co., 1920. 576 p. 374.67F48). The book consists of many articles, each written by a woman expert. It will amaze many people to find there are one hundred and seventy-five professions and occupations open to women. Each occupation is discussed from the following viewpoints—description of occupation, preparation or training necessary, opportunities for advancement, financial return, qualifications desirable, advantages and disadvantages. A list of suggested readings supplements each article. Such women as Mary Garrett Hay, Mrs. Luther H. Gulick, Rachel Crothers, Clara Porter, Geraldine Farrar, Mary Schenck Woolman, June R. Donnelly, and Maude E. Miner have written in most interesting manner of their chosen professions. The book will attract, because it is prepared by many successful women and because it is the most comprehensive of any in the field of vocational guidance for girls and women.

Blue-Print Drawings

How to Understand the Reading of Blue-Print Drawings, by Edward R. Vignam, an engineer, is published by Educational Institute, 100 Rowland Building, Detroit, Mich. (1919. 169 p. 771V68.) This textbook explains with much simplicity the fundamental principles underlying the drawing of blueprints and the reading of them. It is intended for the mechanic, and uses illustrations from the automobile. The entire book is printed in blue ink, and many illustrations and diagrams help explain the text. Differentiated type (bold-faced for emphasis, and capitals for words taken from blue-print drawings) makes the text easily used.

Accounting

Paul-Joseph Esquerre, whose books on the theory of accountancy have been used so much for the last five years, has written another and more comprehensive text entitled *Practical Accounting Problems, Part I*. (Ronald Press, 1921. 353 p. 657Es6p.) Twenty distinctive problems, representing typical business situations, are presented, discussed concisely but thoroughly, and followed by the solution. The author, who is an instructor in the Post Graduate School of Accountancy, has used a method which will develop the reader's analytical powers and assist him to develop his theoretical knowledge into terms of accounting practice. The book may also be used for reference. The text is not printed but mimeographed on one side of a page only, but the type is large and readable; the bound volume is bulky.

Municipal Landing-Fields

The Library has received a 1921 edition, enlarged and revised to date, of Capt. Bruce Eyttinger's *Flying Guide and Log Book* (New York: John Wiley & Sons, 1921. 150 p. 629.13Ey8f). From the municipal standpoint the most valuable part of the book is the list of landing-fields, arranged by states and cities; the municipal fields are designated. One chapter is devoted to specifications for the municipal landing-fields.

George S. Wheat has compiled and edited a number of chapters, written by several officers in Army Air Service, into a volume entitled *Municipal Landing Fields and Air Ports* (New York: G. P. Putnam's Sons, 1920. 96 p. 629.13W56). The discussion of the subject is more technical than in the "Flying Guide" and somewhat more comprehensive. Attractiveness is added by many illustrations and diagrams. An appendix contains a list of landing-fields on file in the office of the Chief of Air Service.

CURRENT CIVIC LITERATURE

Accounting

SAMPSON, E. T. Municipal accounting. (Canadian Municipal Journal, Feb., 1921. p. 54-55.)

Bonds

CHICAGO Bureau of Public Efficiency. The city bond issue: to be voted upon Feb. 22, 1921. Vote no. 15 p. VF

Celebrations

HARRISON, John F. Philadelphia's sesqui-centennial, 1926; a description of the plan prepared by Paul P. Cret, F. A. I. A., for the Fairmount Park Art Association, showing the availability of the parkway as a site for the World's Fair celebrating the 150th anniversary of the Declaration of Independence. (Architecture, Feb., 1921. p. 49-51.)

Chambers of Commerce

CHAMBER of Commerce, State of New York. Sixty-second annual report for the year 1919/20. 1920. 81 p. 389N5

Charities

COOK County, Ill. Commissioners. Charity service reports for the fiscal year 1919. 1919. 325 p. 361C77

TORONTO Bureau of Municipal Research. How should Toronto's civic welfare work be organized? Feb. 14, 1921. 8 p. (White paper no. 44.) VF

Charters

SAN FRANCISCO. Charter. Charter of the City and County of San Francisco, prepared and proposed by the Board of Freeholders... As amended in 1903, 1907, 1911, 1913, 1915, 1917 and 1919. 1919. 370 p. 352.132S4

City Planning

CAUCHON, Noulan. Economics of town planning. (The Canadian Engineer, Feb. 24, 1921. p. 251-252.)

Civics

LEIGHTON, E. V. Making Americans; responsible readings for teaching citizenship. 1920. 126 p. 354L53ma

Courts

TOLEDO. Commission of Publicity and Efficiency. Toledo's municipal court; a three-year survey. Toledo. City Journal, Feb. 26, 1921. p. 101-105.)

Elections

MORSE, Perley. Verge of breaking down; serious problem presented by antiquated election method. (The Metropolis, Jan. 15, 1921. p. 13.)

Fatigue

NEWMAN, B. J. Shop standards and fatigue. (Modern Medicine, Feb., 1921. p. 93-97.)

Government, Municipal

ANGLIN, W. A. I. Municipal government and the expert. (Canadian Municipal Journal, Feb., 1921. p. 50-51, 55.)

NEW YORK CITY investigation. (State Bulletin, Jan. 15, 1921. p. 11.)

Housing Problem

ALDERMEN adopt resolution exempting new housing; between April, 1920, and April, 1922, will pay no taxes for ten years if Board of Estimate agrees. (Record and Guide, Feb. 19, 1921. p. 232.)

GREAT BRITAIN. Ministry of Health. Housing in Liverpool. (In its: Housing, Nov. 8, 1920. p. 119-124. illus.)

The HOUSING problem in Montreal. (Canadian Municipal Journal, Feb., 1921. p. 47.)

MACKENZIE, Clinton. Industrial housing. Knickerbocker Press, 1920. 71 p., illus., diagr. 613.5M19

NOLEN, John. Housing project at Olean, N. Y. (Engineering News-Record, Jan. 13, 1921. p. 80.)

PITTS, Henry S. The housing problem; a summary of the best thought on America's greatest need. 1921. 2 p. VF

Reprinted from the Bulletin of the Associated General Contractors, Jan., 1921.

TUTTLE, Morton C. The housing problem in its relation to the contentment of labor. 1920. 6 p. VF

Reprinted from the Manufacturers Record at the suggestion of the National Housing Association.

Institutions

NEW YORK STATE. Commission of Prisons. New York City institutions. (In its: Annual report for 1919. 1920. p. 26-31.)

Insurance

MUNICIPAL insurance. (Dayton. Municipal Review, Feb., 1921. p. 4-5.)

Libraries

LIBRARY costs. (Administration, Jan., 1921. p. 142-143.)

R. T. S. Hospital library and service bureau organized. (National Safety News, Feb. 28, 1921. p. 9.)

TAI, T. C. Libraries aid in educating China; movement to convert storehouses of books into universities of the people grows. (The Trans-Pacific, Feb., 1921. p. 63-66.)

WOLFE, Archibald J. The exporter's reference library; must vary to suit individual requirements. (Printers' Ink, March 3, 1921. p. 141-150.)

Markets and Marketing

NEW YORK STATE. Division of Foods and Markets. Constructive economic policies, by Eugene H. Porter. 1920. 17 p.

Milk Supply

CALIFORNIA. Department of Agriculture. Report on city milk scoring contests. (In: Weekly News Letter, Oct. 9, 1920. p. 2.) VF

Motion Pictures

The YOUNG idea welcomes "movies" in the schools. (Literary Digest, Jan. 22, 1921. p. 46-47.)

Motor Bus

McLAUGHLIN, J. F. Jitney or bus competition. (Stone and Webster Journal, Jan., 1921. p. 47-62.)

Noise

A SILENCER for the street noises. (The American Architect, Feb. 2, 1921. p. 131.)

Parks

MUNICIPAL park areas purchased. (The Park International, Jan., 1921. p. 99.)

Probation

COOLEY, Edwin J. Probation system aids offenders to reform; only 4 per cent of convicted placed on probation. (Better Times, Feb., 1921. p. 20-22.)

Public Health

FERRELL, J. A. Careers in public health service. (American Medical Association. Journal, Feb. 19, 1921. p. 489-492.)

Public Service Commissions

CITIZENS' Union of the City of New York. Memorandum on the Knight-Adler Bill to reorganize the Public Service Commissions. Feb. 28, 1921. 14 p. VF

NEW YORK STATE. Public Service Commission, Second District. Twelfth annual report for the year ended Dec. 31, 1918. v. 2. 1920.

Rapid Transit

ENRIGHT offers solution of traffic problem; Police Commissioner, in exclusive interview, tells how city's transportation may be facilitated by constructive measures—plans include building of viaduct and the placing of "L" structures underground. (Commercial Transportation News, March, 1921. p. 3.)

Seattle

THOMAS, E. H. Christy. Our city of the seven hills. (The Outlook, Feb. 9, 1921. p. 219-222.)

Sewerage

NEW ORLEANS. Sewerage and Water Board. Semi-annual [i. e., annual] report. 1919. 129 p. 352.71N4

Snow Removal

REMOVAL of snow and ashes. (Record and Guide, Feb. 26, 1921. p. 261-262.)

MECHANICAL snow loading in Chicago; modified type of wagon loader with crawler traction loads snow 32 hours continuously from pavement to 8-yard trucks, filling them in 2 minutes each. (Public Works, Feb. 19, 1921. p. 165-166.)

SNOW removal in Boston. (Public Works, Feb. 19, 1921. p. 174.)

Statistics

BOSTON. Statistics Department. Boston statistics, 1920, with memorable sites and buildings, etc. 1920. 83 p. 314B7

HOPKINS, J. C. The Canadian annual review of public affairs, 1919. 1920. 955 p., plates. 314H77

OSAKA (Japan). Statistical Officer. Statistical abstract for Osaka, 1918. 1920. 201 p. 314J3o

QUEBEC. Bureau of Statistics. Statistical year book, 1919. [1920.] 666 p. 314C28q

RORRY, M. C. Making statistics talk. 1. Graphics in general and statistical control by the executive. 2. The popular language of graphics. 3. Some mathematical and semi-mathematical uses of graphics. (Industrial management, Dec., 1920. p. 394-398. Jan., 1921. p. 45-50, 57-58. Feb., 1921. p. 119-125. charts.)

Street Railways

MAHON, W. D. Service-at-cost means co-operation. (Electric Railway Journal, Feb. 12, 1921. p. 317-318.)

Swimming Pools

TUCKER, W. C. Building construction and equipment; a series of practical articles; swimming pools. (The Architectural Review, Feb., 1921. p. 55-56.)

Taxation

INDIANA. State Board of Tax Commissioners. Proceedings of the annual conference

Taxation, continued

of...and the County Assessors for 1920/21. 1921. 101 p. 336.29I6

KANSAS. Tax Commission. Seventh report to the legislature containing suggestions and recommendations concerning legislation. 1921. 55 p. 336.20K2s

SAXE, Martin. Sixty millions in tax arrears; what must be done to check the necessary deficit. (The Metropolis, March 1, 1921. p. 9.)

Tenement House Law

SAY elasticity of Tenement House Law is necessary; representatives of Real Estate Board favor legislation to give Board of Standards and Appeals power to modify requirements of existing statute. (Record and Guide, Feb. 26, 1921. p. 264.)

Terminals

SULLIVAN, John F. Chamber endorses comprehensive plan for terminal facilities development; marginal railroads and tunnels to link boroughs, preparing legislation to make Major Sullivan's report effective. (Brooklyn Chamber of Commerce Bulletin, Feb. 5, 1921. p. 1-3, 9-10, 12-14, 16-17.)

Traffic

COMMISSION studies Newark traffic; the engineers of the Board of Public Utility Commissioners of New Jersey make thorough analysis of street railway operation on Broad and Market Streets and suggest plans for extensions and rerouting—speed of cars found to be very low on main thoroughfares. (Electric Railway Journal, Feb. 26, 1921. p. 394-396.)

JOHNSON, A. N. The traffic census. (Public Roads, Dec., 1920. p. 16-27.)

Tunnels

TRAFFIC policies for vehicular tunnels endorsed; transportation committee approves two-line 20 ft. roadways and railroad signal system. (Engineering News-Record, Feb. 17, 1921. p. 293-294.)

Water Supply

TEXAS. Bureau of Sanitary Engineering. The production of wholesome water for municipalities, by Lewis O. Bernhagen. 1920. 62 p. illus., diag. 628.1T4

DIMOCK, A. H. Seattle additional water supply plans to go forward. (Engineering News-Record, Feb. 17, 1921. p. 287.)

Water Works

FINANCING small municipal water supplies in Illinois; abstract of report of Committee on Water Supply presented to Illinois Society of Engineers by W. D. P. Warren, Decatur, Ill., chairman. (Engineering News-Record, Feb. 17, 1921. p. 299.)

MILWAUKEE water works. (Public Works, Feb. 19, 1921. p. 173.)

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

Rebecca B. Rankin, Librarian, Municipal Reference Library
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Volume VII

16 March 1921

Number 29

The People's Business

Into a pamphlet of forty-eight pages, Commissioner M. F. Bourjaily, of The Bureau of Information and Research of Cleveland, has packed a remarkable amount of information concerning the municipal government of Cleveland. The full title indicates its purpose — "The People's Business in the Fifth City; facts about the affairs and activities of the City of Cleveland. A plain statement of the manner in which the People's Business was managed and their money spent during the year 1920." The administration has evidently been convinced that the "only way to get the confidence and support of the people at all times is through having a continuing interest based on a knowledge of city affairs." The outstanding accomplishments and partially completed plans are cited at the beginning — important among these are the borough plan of government for a Greater Cleveland, new taxes voted, ordinance reducing the rate for electric light and the new Municipal Code. The last page contains a brief statement of the "Future Programme." A resumé of the work of each department and commission has been presented in a readable form, and by the typographical means of a narrower column and finer print the personnel, duties and powers of each department are included. Illustrations and charts make the report more attractive to the citizens.

Unemployment

One of the remedies suggested by all students of the unemployment problem is that of the provision of useful public improvements in times of economic depression. A policy has been advocated for the federal government to provide for permanent improvements so that the amount to be expended would vary according to the time that unemployment is abnormal. Municipalities may also ease the crisis by undertaking public improvements. Such planning has the advantage of getting the municipal work done more cheaply and at the same time it may relieve the unemployment in the community. Many cities are, at present, undertaking some permanent improvements; among them we find Chicago, Newark, Philadelphia, Toronto, Detroit, Memphis, Cleveland, Baltimore, Dallas, Wilmington, Del., Seattle and Ottawa. But apparently the amount of public improvement has not been increased to keep pace with the amount of unemployment. Unfortunately, though fluctuations in the volume of municipal improvements are supposedly influenced by public necessity, still it has been demonstrated that the popular psychology which accompanies economic depressions invariably affects the public authorities with the result that far-seeing plans for future improvements are seldom adopted during such periods.

A Resolution in regard to unemployment was introduced in the Board of Aldermen on March 10, 1921; it contains three specific resolves, e. g., (1) To request the Board of Estimate and Apportionment to proceed immediately with the carrying out of all public building and plans for public improvements in the programme of the City; (2) To urge the State Legislature and United States Congress to establish a system of unemployment insurance and to open trade relations with Soviet Russia; and (3) that an issue of special revenue bonds be issued by the Board of Estimate and Apportionment to take care of all cases of need arising as a result of unemployment. This last remedy may result in charity or in an emergency relief similar to a method used in Fall River, Mass. Here the Red Cross acts as a municipal loan agency and a loan is made to the individual needing it; this he contracts to pay back in instalments when he is earning again. Unemployment insurance is a third alternative measure of relief; it is used quite extensively in Great Britain.

The Municipal Reference Library has prepared a bibliography on Unemployment. This is a complete list of all material available in this Library compiled and annotated by Mr. Louis H. Bolander. The bibliography is classified according to the usual phases, as Unemployment insurance, Relief employment, Planning of public improvements, Analysis of the social problem, etc. We shall welcome the municipal officials to the Library to consult or borrow any of this material. A copy of this thirty-two page typewritten bibliography may be secured upon request, as long as our limited supply lasts.

FIREMAN'S EXAMINATION

An entrance examination for firemen is to be given on April 20, 1921, by the Municipal Civil Service Commission. There has been no opportunity of this kind since the summer of 1919. The Municipal Reference Library, 512 Municipal Building, will be glad to assist any men in preparing for this examination. The following material on the subjects is available and it may be consulted here or borrowed:

- Blum, Charles.** Fire Department hydraulic problems and how to work them. New York: Civil Service Chronicle, 1916. 69 p. 351.51B62
- Civil Service Chronicle.** Fire Department motor apparatus. New York, 1919. 53 p. 351.61C49fe
Description and equipment of every type of motor apparatus in the New York Fire Department.
- **Fireman.** Civil Service examination instruction. New York, 1914. 103 p. 351.61C51
500 questions and answers on duties, rules, fire-fighting, etc., and answers to previous examination questions.
- **Steam apparatus in use in the New York Fire Department.** New York, 1912. 351.61St3
Complete technical description.
- McKeon, P. J.** Fire prevention; a treatise and text-book on making life and property safe against fire. New York: The Chief, 1912. 614.841M19
- New York City.** Mayor. Municipal Year Book, 1916. 235 p. M45.65m
A concise text book on New York City Government.
- **Municipal Civil Service Commission.** Examination for position of fireman held July 9, 1919.
Includes memory test and questions on arithmetic and New York City Government.
- — **Medical standards required for firemen and patrolmen.** (In: Manual of examinations. 1915. Chap. 7, p. 27-30.) C56.42M2
- — **Questions of principal examinations, Oct.-Dec., 1915.** C56.23
Paper No. 4 gives memory test, and questions on New York City Government and on arithmetic for examination for the position of fireman.
- — **Sample questions of examinations held during the year 1909.** 351.61N51s
Paper No. 66 gives questions on arithmetic and New York City Geography and Government asked in examination for position of fireman.
- **Municipal Reference Library.** "Notes" for Oct. 23, 1918; Oct. 1, 1919; Sept., 1920.
These numbers are devoted to the subject of fire prevention.
- **Ordinances, Code of. Duties of firemen.**
Chapter 3, Section 8, in regard to duties about theatres and places of amusement.
Chapter 5, Section 162, Paragraph 4, in regard to duties of firemen in reporting encumbered fire escapes.
- O'Reilly, J. J.** How to become a fireman. New York: The Chief, 1912 and 1919. 274 p. 351.62Or3
A complete manual for the prospective fireman.

In addition you will find the current issues of all the fire and fire prevention magazines of this country and England.

CURRENT CIVIC LITERATURE

Accident Prevention

PAVEMENT signs. (The Travelers Standard, April, 1920. p. 75-80.)

Americanization

AMERICANIZATION. (The Survey, Feb. 26, 1921. p. 750-752.)

Architecture

CURTIS Service Bureau. The center of your world. 14 p. illus. VF

Boys

A BOY life commission. (The Survey, Feb. 26, 1921. p. 769.)

City Manager

DORTON, R. M. Some practical aspects of city management. (Pacific Municipalities, Feb., 1921. p. 45-59.)

Employment

PLACING men in Wisconsin. (The Survey, Feb. 26, 1921. p. 765-766.)

Government Ownership

RAPID growth of public ownership. (Public Ownership, Jan., 1921. p. 1-2.)

Housing Problem

EFFECT of new tax exemption ordinance on building; realty experts, leaders in construction industry and financial authorities discuss measure recently passed by Board of Estimate and now operative. (Record and Guide, March 5, 1921. p. 295-297.)

HOUSING. (The Surveyor and Municipal and County Engineer, Jan. 28, 1921. p. 64-67.)

INDIANA. University. Extension Division. The housing problem, by Adela K. Bittner. Jan., 1921. 32 p. VF

NEW YORK STATE. Joint Legislative Committee on Housing. Intermediate report. 1921. 6 p.

ONTARIO. Bureau of Municipal Affairs. Report re housing for 1920, including reports of officials, statements as to operations of housing commissions, photographs, etc. 1921. 65 p. illus. 613.5C28bn

STANDARD Oil Company's housing proposition. (Personnel, March, 1920. p. 12.)

UNITED STATES Housing Corporation. Report of the... War emergency construction (housing war workers). v. 1 — Organization, policies, transactions. 1920. 391 p. illus., tables, maps. +613.5Un3hs

UNITED STATES. Shipping Board. Emergency Fleet Corporation. Housing the shipbuilders. 1920. 57 p. illus. plans. 613.5Un3s

Income Tax

GUARANTY Trust Company of New York. Tax on personal income, State of New York, 1921, 1921. 80 p. VF

Legislation

CONFERENCE of Mayors and Other City Officials of New York State. 1921 municipal legislative programme. 3 p. VF

Memorials

BOSTON Society of Architects and Boston Society of Landscape Architects. War memorials. Harvard University Press. 14 p. VF

Office Methods

NEWSOM, R. J. The relation between office methods, regulations, and the water consumer [with discussion]. (New England Water Works Association. Journal, Dec., 1920. p. 264-271.)

Power

PARSONS, William B. Heat, light and power for the metropolitan district of New York. (Power, Feb. 22, 1921. p. 324-326.)

Refuse Disposal

GARBAGE disposal difficulties. (Toledo. City Journal, March 5, 1921. p. 113.)

GARBAGE disposal uncertainties. (Engineering News-Record, Jan. 6, 1921. p. 6.)

MEDARIS, A. Our municipal rubbish court. (Fire Protection, Feb., 1921. p. 44.)

USE of trailers in garbage and ash removal. (Municipal and County Engineering, Dec., 1920. p. 10, 12, 14.)

Research

RASTALL, B. M. Industrial research a vital factor in substantial growth. (Journal of Electricity, Feb. 15, 1921. p. 193-194.)

Street Railways, Fares

CITY Club of New York. Flexible fares; service at cost as applied to the New York transit lines with comment on Governor Miller's programme. Jan., 1921. 46 p. VF

Taxation

NEW ORLEANS Association of Commerce. Constructive tax laws; an essential factor in the upbuilding of commerce and labor employing industry. June, 1920. 8 p. VF

Telephones

AMERICAN Telephone and Telegraph Company. Telephone and telegraph statistics of American republics (including the Guianas and British Honduras), Jan. 1, 1919. May, 1920. [5 p.], charts. (Bull. no. 9.) VF

Unemployment

BUFFALO. City Committee on Unemployment. How to meet unemployment. 4 p. VF

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PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

23 March 1921

Part 1, Number 30

In two parts. Part 2: Supplement, containing Index to Volume 6, September 3, 1919-June 30, 1920

Civic Service

Friends of Joseph Haag, in the community and in the city service, are planning to hold a dinner in his honor at the Hotel Commodore on April 7th. Mr. Haag, now Secretary of the Board of Estimate and Apportionment, a position he has filled ably since his appointment by Mayor George B. McClellan in 1906, has completed fifty years of service for the City of New York. He began as an office boy at the age of 17, in the comptroller's office, later became a bookkeeper, and then chief accountant. He is perhaps best known for his indefatigable efforts for a municipal pension and retirement system. The first pension bills passed by the State legislature, the Grady-Foley Law and finally the Boylan law which became effective last October are all, in part at least, the results of his study as a member of the Pension Commission, of his labors and initiative. This demonstration for Mr. Haag is an appropriate tribute, earned by devoted and unpartisan service.

Index to Volume VI

The Index to Volume VI of the "Notes" is published as Part II of this week's issue. One copy will be sent to every name

on the mailing list. But to the offices in the Municipal Building, even though many issues of the "Notes" are received, only one Index will be included. However, additional copies may be secured upon request. For the convenience of our readers we shall continue the practice of binding the volume of your "Notes" if requested. Kindly send to the Librarian the back issues of the year, together with \$1.00 (the actual cost of binding), whereupon the order will be given prompt attention, and you will be notified when it is ready for delivery.

Police Magazines

There are a number of monthly magazines devoted to the interests of the policemen. The Library has the current issues of these periodicals on open shelves in the reading room, where they may be consulted and read at any time. The following are the titles:

The Policeman's News. L. G. Loeb, editor, 131 East 23d Street, New York City. One of the oldest technical police journals and one of the best in the field. It is well edited. Typographically pleasing, with many photographs, illustrations and cartoons. Special articles on all phases of police work. The official organ of several international police associations.

National Police Journal. Matthew J. Eder, editor, 110 West 34th Street, New York City. One of the reliable magazines in the field. Well illustrated and edited, with articles by well-known contributors. Many articles on the departments of large cities.

Police Journal. James C. Espy, editor, St. Louis, Mo. The official organ of the Board of Police Commissioners and Police Department of St. Louis. A small periodical, not illustrated, devoted particularly to local affairs and police news.

International Sheriff. G. B. Wollan, editor, 331 University Avenue, St. Paul, Minn. The official organ of the International Sheriffs' and Peace Officers' Association of the United States and Canada. In each number are printed a few good articles on such subjects as finger prints, prisons, and police. The editorial articles are short and timely. An eight-page sheet without illustrations.

A Municipal Cooperative Savings and Loan Bank

The Credit Union of the Employees' Conference Committee, City of New York, was organized in 1916 under the banking laws of the state. It is a cooperative undertaking with two objectives: to make small loans to city and county employees for their immediate needs on easier terms than are usually obtainable in the absence of commercial security, and to encourage habits of thrift

by providing a safe and profitable way of investing modest savings. The membership is made up exclusively of employees of the City. Borrowers must, of course, be members of the Union, but the privileges of membership are acquired by the purchase of a share for \$5.00, payable on subscription or in monthly instalments, and a subscription fee of 10 cents a share.

Actual operation of the Credit Union began in January, 1917, and its progress has been rapid and the membership constantly growing. Dividends on shares, which are declared once a year, have been 7.2 per cent. The rate of interest charged for loans is 1 per cent a month; as this applies to the amount to be repaid month by month and as this is constantly being reduced, the actual interest paid in a year is not 12 per cent but 5.5 per cent. Loans are made for additional training, to establish or maintain life insurance, to pay for medical and surgical care, to purchase uniforms, and to aid in the acquisition of property. The directors are now considering the advisability of lending money for the building or purchase of a home.

This Credit Union has undoubtedly been appreciated by the City employees, and all members are reaping the benefits resulting from the successful management by its incorporators and directors.

What Other Cities are Doing

A municipal transportation district for *Chicago*, with power to issue bonds up to 5 per cent of assessed valuation, for the purpose of building or buying street car lines, is the proposal of a traction commission appointed some months ago by the Mayor to find a method of providing a municipal street railway system and operating it for a 5-cent fare. The plan will go first to the Chicago City Council Committee on Local Transportation, and if approved, a bill will be presented to the State legislature.

New Bedford, Mass., is studying methods of garbage reduction. Fourteen members of the City Council have recently visited Brooklyn, Philadelphia, Rochester, Syracuse, and Washington, D. C.

Central Board of Purchase of *Milwaukee*, Wis., has decided to call for bids for \$100,000 worth of motorized apparatus, in accordance with the provision in 1921 budget, "Fire Service" reports.

The proposed new sewage disposal project for *Los Angeles*, Cal., is to be reviewed by a board of three engineering experts appointed by the City Council.

A toll bridge across the Columbia River between *Kennewick* and *Pasco*, Washington, is being planned. Seattle business men may help provide financial support.

"The 1921 construction programme of the *Detroit* municipal street railway was started March 1 with a view to completing an organization and acquiring an equipment to construct 82 miles of the proposed track at the rate of one mile per day."—*Engineering News-Record*.

Philadelphia Bureau of Municipal Research is advocating a municipal newspaper for Philadelphia. Most large cities have such an official publication.

CURRENT CIVIC LITERATURE

Americanization

ROBERTS, Peter. The problem of Americanization. Macmillan, 1920. 246 p.

Assessments

PALMBLA, Frank. Real estate taxes: Chicago and Cook County, how taxes are levied, spread and collected, how to secure reductions from excessive valuations. 27 p. tables. VF

Budgets

BALTIMORE. Ordinances. Ordinance of estimates for the year 1921. 1921. 196 p. 352.23B2

MOEHLMAN, Arthur B. An analysis of the 1921-1922 budget requests of the Board of Education, City of Detroit. (The Detroit Educational Bulletin, Feb., 1921. 35 p.)

Civil Service

COLORADO. Civil Service Commission. First biennial report, 1919-1920. 48 p. 351.22C6
First constitutionally-created commission's report.

Finance, Municipal

CRAIG, Charles L. How the city finances stand; we are \$230,000,000 within the debt limit. (The Metropolis, Feb. 15, 1921. p. 8-9.)

SHENTON, Clarence G. Philadelphia's "mandamus evil." (Philadelphia Bureau of Municipal Research. Citizens' Business, Feb. 24, 1921. 6 p.) VF
Reprinted from National Municipal Review, Feb., 1921.

Government, Municipal

TORONTO Bureau of Municipal Research. The personnel of our civic government, 1921. Feb. 22, 1921. (White paper no. 45.) VF

Housing Problem

HAM, W. H. Lessons from housing work in Bridgeport. (In: National Housing Association. Proceedings, 1920. p. 95-118.) 613.5N21

NATIONAL Housing Association. Proceedings of the eighth national conference on housing, Bridgeport, Dec. 9, 10, and 11, 1920. 386 p. 613.5N21

PURDY, Lawson. Exemption from taxation and other subsidies. (In: National Housing Association. Proceedings, 1920. p. 3-18.) 613.5N21

TAX exemption sets speculative builders to work; survey made by Record and Guide shows plans for large number of moderate-priced apartment houses under way following passage of city ordinance. (Record and Guide, March 12, 1921. p. 329-330.)

Licenses

WILDNER, Clare L. Survey of the Wisconsin License Law. (National Real Estate Journal, Feb. 28, 1921. p. 16-19.)

WOLFE, R. N. Business licenses. (Pacific Municipalities, Feb., 1921. p. 67-70.)

Milk Supply

ST. LOUIS. Committee on Public Welfare. [Inquiry into the matter of supply, distribution, cost, all matters of inspection and sanitation and the entire subject of milk supply and distribution within the City of St. Louis.] (St. Louis. City Journal, March 1, 1921. p. 5-9.)

Salaries

SALARIES of Philadelphia employees. (Public Works, Dec. 18, 1920. p. 582.)

Street Railways, Fares

SERVICE at cost for street railways; a symposium; four papers by experienced public officials answering the question, "Is service-at-cost a panacea or nostrum?" (Supplement to the National Municipal Review, Feb., 1921. p. 111-139.)

CONTENTS

Boston — the public trustee plan. •
Indianapolis retains the five-cent fare.
Cleveland — service at cost and efficient management.
Service at cost vs. municipal ownership.

Telegraph

WESTERN Union Telegraph Company. Specifications for pole line construction. 1920. 223 p. tables. 384W52

Unemployment

AMERICAN Association for Labor Legislation. Proceedings, 1920; unemployment, a problem of industry. 331.05Am3

PARTIAL CONTENTS

The job and Utopia, by Whiting Williams.
Views of an American worker on unemployment, by Sidney Hillman.

An American employer's experience with unemployment insurance, by H. A. Hatch.

Preventing periods of unemployment by expanding public works, by Otto T. Mallory.

Plan in use by an American industry for combatting unemployment, by the Personnel Division, Dennison Manufacturing Company.

Health legislation for wage-earners' families.
Fact and opinion as to the British National Health Insurance Act, by Ordway Tead.

Water Rates

KANSAS. University. Municipal Reference Bureau. Water rates in 161 Kansas cities together with a directory of all the water-works plants in the cities of Kansas. 1921. 57 p., typewritten. 352.717K2

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

30 March 1921

Number 31

What New York City is Doing

On March 19th the Board of Estimate and Apportionment passed resolutions which call for the issue of serial bonds amounting to \$2,868,625 and tax notes of \$13,500, for public improvements. These appropriations are to be used principally for the erection of a new court house in Brooklyn, for an incinerator in the Borough of Queens, new pavements in Central Park West Drive, new hospital in The Bronx, vehicular roadway on upper deck of Manhattan Bridge, fire alarm equipment in Brooklyn, and paving Ocean Parkway to Coney Island.

In the Hell's Kitchen district on West 37th Street, the first woman's police precinct in this City, or in the United States, has been established by the Police Department. Plans for a training school for women, emphasizing correctional, protective and preventive work, are under way. A service bureau will also be a part of their work.

The construction of a new pier on the North River, north of Battery Place, has been authorized recently. It is to be a two-story structure.

The Daylight Saving Ordinance has been passed by the Board of Aldermen. The period is only five months, from the last Sunday in April to the last Sunday in September.

The Fire Department are preparing to purchase new motor apparatus — additional hook and ladder trucks and gasoline pumping engines.

A voting machine is on exhibition in the Board of Elections office, in Room 1840 of the Municipal Building. Public officials and citizens are invited to inspect it any time from 9 a. m. to 4 p. m.

The Park Department and Home Beautification

The services which some of the municipal park departments give to their communities are discussed in an editorial of "The Park International," March, 1921. We are told that Indianapolis offers to give instruction and advice on problems of home beautification to its citizens; the City also maintains two private places in each quadrant of the city which are developed as examples to be followed by other home owners. Memphis prepares planting plans and executes these at cost for those who request it. Detroit makes the plan and buys for the citizen who must advance the money for this purpose. Minneapolis will give preliminary advice and recommends the employment of a landscape gardener. St. Louis carries on a business in plants, and uses the profit for its park maintenance. Some cities encourage home gardening by helping citizens to buy wholesale or through clubbing rates. New York's policy of maintaining demonstration gardens in the parks, it is suggested, may be expanded to include the beautification of small grounds as well, and such examples may serve as a stimulus to the residents of the City.

CURRENT CIVIC LITERATURE

Budgets

THE CITY budget at a glance; two methods of presenting financial results. (The American City, March, 1921. p. 299-303.)

Building Construction

CLEVELAND Chamber of Commerce. The causes of high building costs in Cleveland; report of the Building Costs Investigation Committee. 1920. 39 p. VF

Canals

NEW YORK STATE. Superintendent of Public Works. Preliminary report on the canals of the state, 1920. 1921. 378 p.

Charities

CHICAGO Association of Commerce. A classified list of local philanthropic and charitable organizations believed to be worthy the support of those who desire to further their aims; endorsed for the period ending Nov. 30, 1921. 1921. 83 p. 363C4p

Charities, continued

ST. LOUIS Chamber of Commerce. Charitable and philanthropic organizations of St. Louis, for use during 1921. 1921. 56 p. 363S2cp

City-Manager Plan

CLAPP, L. W. Selecting appointive officers; Wichita has been able to secure efficient employees under the city manager system without civil service regulations. (Kansas Municipalities, Feb., 1921. p. 5-7.)

MANGELSDORF, Fred W. Atchison adopts manager form; the citizens expect reduced bonded indebtedness and tax rates through the efficiency and economy of the manager system. (Kansas Municipalities, Feb., 1921. p. 8-12.)

SACRAMENTO Chamber of Commerce. Is the city manager plan a success? The question is answered in the following excerpts from letters received by the Sacramento Chamber of Commerce from cities where the plan is in operation. 1920. 4 p. VF

City Planning

KORSTER, Frank. How to re-plan a city. (Local Self-Government Gazette. Dec., 1920. p. 811-813.)

Town planning. (The Surveyor and Municipal and County Engineer, Jan. 28, 1921. p. 67-68.)

WHITTEN, Robert H. Thoroughfare plan and program for Cleveland, Ohio; includes widening 98 streets 190 miles and extending 37 streets 23 miles, besides under and over-crossings, bridges and speedway—estimated cost of 20-year program \$20,000,000, excluding bridges. (Engineering News-Record, March 3, 1921. p. 382-386.)

Civics

AMERICAN Citizenship Society. Citizenship training through the ballot. 1921. 15 p. VF

O'SHAUGHNESSY, M. M. Civic growth: its place in industry. (Journal of Electricity. Feb. 15, 1921. p. 196.)

Colorado

COLORADO. Board of Immigration. Year book of the State of Colorado, 1920; detailed information regarding the State, its resources, opportunities and attractions, compiled from official and semi-official sources and published under the authority vested by the State Legislature in the State Board of Immigration. 1920. 248 p., tables, map. 917.88C6

Commission Government

ILLINOIS. Statutes. Laws of Illinois relating to commission form of municipal government. Act of 1910 as amended in force July 1, 1919, compiled by Louis L. Emmerson. 1919. 77 p. 352.1113

NATIONAL Municipal League. Selected bibliography on commission manager government. 1 sheet, typewritten. VF

Courts

RICE, John J. H. The Emporia municipal court; the primary purpose of this court is to produce a higher respect for the city government and not to raise revenue. (Kansas Municipalities, Feb., 1921. p. 16.)

Crime and Criminals

ENRIGHT proposes U. S. Crime Bureau. (The National Police Journal, Jan., 1921. p. 23.)

VUILLENMIER, John F. A comparative study of New York City and County criminals. (Journal of Criminal Law and Criminology, Feb., 1921. p. 528-550.)

Education

NATIONAL Association of Corporation Schools. Eighth annual proceedings; addresses, reports, bibliographies and discussions. May 31, June 1, 2, 3, 4, 1920. 822 p. 374.6N22

PRENDERGAST, William A. Divided responsibility in education. (State Bulletin, March 1, 1921. p. 5-6.)

Education, Finance

SEARS, J. B. The literature and problems of public school finance. (Educational Administration and Supervision, March, 1921. p. 133-150.)

Elections

NEW YORK STATE. Statutes. Election law; being chapter 17 of the consolidated laws containing amendments of 1920, together with notes and instructions and political calendar. 1920. 410 p.

Electricity

KANSAS. University. Municipal Reference Bureau. Electric light and power rates in 259 Kansas cities. 1921. 57 p., typewritten. (Bull. no. 25.) 352.8K2

Food Distribution

NEW YORK STATE. Division of Foods and Markets. Problems of food distribution, by Eugene H. Porter. 1920. 13 p.

Foreign Trade

ACADEMY of Political Science in the City of New York. American foreign trade relations, edited by Samuel McCune Lindsay. (Proceedings, Feb., 1921. v. 9, no. 2. 185 p.) 380Ac1

Government, County

MICHIGAN. Citizens State Committee. How to save money for Michigan tax-payers; modern methods in county government by home rule and new state laws. 1921. 8 p. VF

Government, Municipal

MAYOR Broening invites a thorough survey of city affairs by reform league. (Baltimore. Municipal Journal, March 18, 1921. p. 1.)

Grade Crossings

HUFF, Charles H. The elimination of grade crossings. 1920. 30 p. VF

Harbors

CALIFORNIA. Board of State Harbor Commissioners. Biennial report for the fiscal years commencing July 1, 1918, and ending June 30, 1920. 627C2b

Housing Problem

LONERGAN, J. M. The housing situation in the City of New York. (New York City. Health Dept. Monthly Bulletin, Feb., 1921. p. 25-36.)

TAX exemption bill stimulates building in New York. (Engineering News-Record, March 17, 1921. p. 488.)

Immigrants

UNITED STATES. House of Representatives. Committee on Immigration and Naturalization. Physical examination of immigrants; hearings before... Jan. 11, 1921; statements of Dr. Joseph Broadman, Dr. R. H. Creel. 1921. 26 p. VF

Income Tax

REAL Estate Board of New York. Federal income tax and its relation to real property. 1920. 96 p. VF

WILLIAMSON, C. C. The graduated income tax. (National Tax Association. Bulletin, March, 1921. p. 194-195.)

Infant Mortality

UNITED STATES. Children's Bureau. Infant mortality; results of a field study in Akron, Ohio, based on births in one year, by Theresa S. Haley. 1920. 118 p. (Infant mortality series no. 11.) 614.132Un3h

— Infant mortality; results of a field study in New Bedford, Mass., based on births in one year, by Jessamine S. Whitney. 1920. 114 p. (Infant mortality series no. 10.) 614.132Un3w

Markets and Marketing

BROWN, Alecia I. Organization and operation of the Dallas community market. (Texas Municipalities, Jan., 1921. p. 14-16.)

WELZMILLER, Blanche W. Our market campaigns; some details of the task of feeding New York City. (The Metropolis, March 1, 1921. p. 15.)

Music

DICKIE, Perry. The community orchestra; its formation and maintenance. 1920. 31 p. VF

New York City

CROWELL, Chester T. Manhattanites; a strange species found only near Broadway. (The Independent, March 12, 1921. p. 261-262, 274-275.)

Pageants

PAYNE, F. Ursula. Plays and pageants of citizenship. 1920. 223 p. 352.596P29

Parks

FACTS concerning Mount Morris Park. (Hartford Magazine, April, 1921. p. 3-4, 31-32.)

Pavements

HUBBARD, Prevost. Considerations governing the design of pavements for heavy traffic. (The American City March, 1921. p. 243-246.)

Playgrounds

OTIS, Harrison G. Playgrounds and more playgrounds — how to get them. (The American City, March, 1921. p. 263-268.)

Prisons

PENNSYLVANIA Prison Society. The Prison Journal. v. 1, no. 1. Jan., 1921.

A quarterly publication of the Pennsylvania Prison Society, formerly the Journal of Prison Discipline and Philanthropy, devoted to latest theories and experiments connected with the treatments accorded to offenders.

Rapid Transit

CONTROLLER Craig and George McAneny debate on Governor's transit bills: agree on single control — disagree on location; discussion holds keen interest of forum gathering for hours. (Brooklyn Chamber of Commerce. Bulletin, March 19, 1921. p. 1-2, 11, 15.)

Schools

UNITED STATES. Bureau of Education. Statistics of city school systems, 1917-18. 1920. 477 p. (Bull. no. 24.) 370.2Un3ac

Special Libraries

KRAUSE, Louise B. Business library problems. (Trained Men, April, 1921. p. 23-24.)

Street Cleaning

STREET flushing for cleanliness; descriptive material and cost data of value to municipal officials. (The American City, March, 1921. p. 282-283.)

Traffic Regulation

HEAVY traffic and the highways; how distribution of gross weight over more wheels and longer wheelbase saves improved roads. (Highway Transportation, March, 1921. p. 12-14, 33.)

Waterworks

FIRE and Water Engineering. Survey of water works field as a field for electric machinery. 1921. 5 p., typewritten. VF

Water Supply

SAN FRANCISCO. Bureau of Engineering. Hetchy Hetchy water supply. (In: Annual report of the City Engineer, 1919/20. p. 52-83.) 352.512S4

Workmen's Compensation

BRITISH COLUMBIA. Workmen's Compensation Board. Third annual report for the year ending Dec. 31, 1919. 1920. 48 p.

331.7C28bc

NATIONAL Council on Workmen's Compensation Insurance. Report on 1920 revision of workmen's compensation insurance rates. 1920. 76 p. 331.71N21r

NEW YORK STATE. Industrial Commission. New York court decisions on labor law and industrial disputes Jan., 1915, to Jan., 1921. Prepared by Bureau of Statistics and Information. Feb., 1921. 200 p. (Bull. no. 103.)

WHITNEY, Albert W. Service, security and cost under different systems of compensation. 1920. 7 p. VF

Zoological Gardens

CHICAGO Zoological Gardens Committee. Forest Preserve District of Cook County. Report, August 9, 1920. 1920. 16 p. 352.5991C4z

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The ~~New~~ York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

6 April 1921

Number 32

A South American Municipality

The City Council of Montevideo, Uruguay, has presented to the Mayor of New York two large leather-bound volumes of views of their beautiful city. These volumes contain three hundred and eighty-four excellent photographs, handsomely mounted. The port, the national squadron, the parks, squares, lakes, monuments, public buildings, forts, recreational resorts, beaches and buildings are pictured. Of special interest to the city departments are the photographs showing the motorized apparatus for the police, fire and medical departments. This splendid publicity has been prepared by the Oficina de Propaganda é Informaciones. Anyone interested in this progressive city, the capital of Uruguay and one of the important seaports of South America, can secure a definite impression of it by looking over this set of photographs in the Municipal Reference Library.

Taxation in Minnesota Cities

The Municipal Reference Bureau of the University of Minnesota has devoted its Bulletin No. 2, Feb.-March, 1921, to a study of taxation in the Minnesota cities. The population, assessed valuation, total

taxes levied, total tax rate, per capita taxation and the per capita increase over 1919 furnish statistics for a comparison of all the cities. The per capita increase varies greatly — from as low as .58 in a little town of less than two thousand inhabitants to as high as 79.66 in Eveleth, a city of seven thousand.

What Other Cities are Doing

New Rochelle and *Oswego*, N. Y., have adopted Daylight Saving. *Newburgh*, *Poughkeepsie* and *Nyack* have such action under consideration. *Chicago* has Daylight Saving.

Bismarck, N. D., is planning a historical park adjacent to the State House; fifteen acres are to be used to produce a replica of a Mandan Indian village of pioneer days.

Baltimore, Md., has decided to increase its water-supply by enlarging the Loch Raven dam.

In *Buffalo*, a water filtration plant to cost about \$4,000,000 has been recommended by the Commissioner of Public Works.

Middletown, O., has installed a garbage incinerator. The City is also considering the matter of municipal collection. The operation will be supervised by the Board of Health.

Kansas City, Mo., passed an ordinance on March 21st which prohibits the operation of jitneys on streets where electric railways now operate.

The *Boston* Elevated Railway Company has petitioned for permission to own and operate motor vehicles which do not run on tracks and rails.

The *Chicago* Plan Commission has received contributions which will make possible beautifying architecturally the four bridge houses at the new Michigan Avenue bridge.

North Battleford, Saskatchewan, Canada, utilizes the exhaust steam from its power station to heat an hotel, a library and some business houses in the city.

An aerial map of *London* is being prepared.

Edinburgh is having an aerial survey made in order to settle a boundary dispute with *Leith*.

Chief of the *Portland*, Oregon, Fire Department, has ordered that all rusty fire escapes in the city be repainted — unless it is done many will be required to replace them.

Memphis Urban League which is in fact a department of the City Government, as it receives its full financial support and supervision from city authorities, made a survey of public amusement places for negroes, and installed a safety zone plan around the schools which excluded all questionable rooming houses and discourages unsanitary conditions.

Fulham, a suburb of London, England, has put into operation a municipal laundry — it is called the Mechanical Wash.

BOOK REVIEWS

Preventive Medicine

The salient features of modern preventive medicine are described in Boyd's *Practical Preventive Medicine* (Philadelphia: W. B. Saunders Co., 1920. 352 p. 614B69). The title of the book is somewhat misleading, as the subject matter is too condensed to be considered a practical guide in public health or preventive medicine. It is valuable, nevertheless, from the point of view of the student or public health nurse because it is a concrete collection of facts which are generally accepted. The author has omitted some interesting sanitary observations gained by the recent war.

The illustrations are good and it is unfortunate that owing, no doubt, to an artist's error, figure 8, page 100, shows a dangerous error. Should any disinfectant take a wooden washtub in which to hold a metal pot to burn sulphur, the chances are that he would start a fire. Special emphasis should have been placed on the one single fact in this undertaking—the necessity of using all metal containers—and of having the entire outfit raised by earthenware or bricks from carpets, rugs or floors, in order not to scorch or burn.

The book is primarily "a short cut in public health study," and as a compendium for reference or for quiz use, it is reliable and complete. The bibliography is both clear and creditable, and thanks are due to the compiler for the full credit he has made of the material abstracted.

Librarianship

As seventh in the series of Lippincott's Training Series appears *Training for Librarianship*, by J. H. Friedel (Philadelphia: J. B. Lippincott Co., 1921. 224 p. 020.7F91). As the title of the series signifies, the book aims to survey the field of librarianship, pointing out the qualifications necessary, the duties and scope of the work, the various kinds of libraries, and the training advisable, and where to obtain that training. It is, of course, elementary, as it is intended for the youth in order to attract him or her to the profession. The author, who has had experience in libraries, in research and editorial work, has satisfactorily accomplished his purpose. Every library would do well to have a copy to put in the hands of the high school students who seek advice and suggestions in choosing professions. The author has collected and placed geographically in a table the full list of library schools in the United States and

the essential facts about them. Mr. Friedel concludes that "effective training for librarianship is the shortest and, at the same time, the easiest road toward it."

Patrolmen

The Chief, the Civil Service Employees Weekly, which publishes text-books on subjects given by the Municipal Civil Service Commission, has prepared a new edition, the eighth, of *How to Become a Patrolman*, by J. J. O'Reilly (New York: Civil Service Employees' Pub. Co., 1921. 253 p. 351.62Or3p). It is identical with the previous edition except that the supplement contains the latest questions and answers in recent examinations. The general requirements, how to file applications, the police department, instructions on duties, first aid and all phases of their work covered in examinations are described very simply but adequately for the purpose. Members of the police service will find it invaluable.

Syphilis

Syphilis, by Loyd Thompson, Ph.B., M.D., Physician to the Syphilis Clinic, Government Free Bath House, and Lieutenant-Colonel Medical Reserve Corps, United States Army, etc., (Philadelphia: Lea & Febiger, 1920. 486 p. 2. ed. 614.547T37) is a monograph thoroughly revised and enlarged. Some chapters have been rewritten, since the author changed his views on certain subjects during the years since the first edition appeared. The new feature of this edition is that each new subject is preceded by a valuable historical sketch.

Diabetic Manual

The second edition of this valuable book, *A Diabetic Manual for the Mutual Use of Doctor and Patient*, by Elliott P. Joslin, M.D., Assistant Professor of Medicine, Harvard Medical School (Philadelphia: Lea & Febiger, 1919. 190 p. 616.63J76) comes to us revised, condensed, simplified and brought up to date in every way. As a help to the diabetic patient, the diet tables and recipes are valuable, showing in detail that well-chosen food is necessary in the treatment of this disease.

Dr. Joslin says: "I still feel that for one diabetic patient who learns too much about the disease, there are unquestionably ninety-nine who know too little. Those of my patients who are the most intelligent and those who understand the disease the best live the longest."

CURRENT CIVIC LITERATURE

Building Construction

BUILDING Officials' Conference. Proceedings of the sixth annual meeting, Chicago, Ill. Feb. 16, 17, 18, 1920. 71 p. 614.85B86

Community Development

HART, Joseph K. Community organization. Macmillan, 1920. 230 p. 352.08H25

Courts

DELBRIDGE, Charles L. The tragedy, the farce and the humbug of the courts. 1916. 83 p. 344D37

Evening and Continuation Schools

NEW YORK STATE. University. Organization and administration of part-time schools. 1920. 33 p. (Bull. no. 715.)

Government, Municipal

MICHIGAN. Statutes. Laws relating to the incorporation and general powers of cities. Revision of 1919. 1919. 275 p. 352.11M5

Housing Problem

UNITED STATES. Bureau of Labor Statistics. List of references concerning housing by employers in the United States. (In: Housing by employers in the United States, p. 248-272.) 613.5Un3hb

Immigration

UNITED STATES. House of Representatives. Conditions at Ellis Island; hearings before the Committee on Immigration and Naturalization. 1920. 92 p. 326.1Un3ce

Manuals

WEST VIRGINIA. Clerk of Senate. Legislative handbook and manual and official register. 1920. 1017 p. 328.4W4

Police

ENRIGHT, Richard E. Address by...to the Kings County Grand Jurors Association. Jan. 14, 1921. 16 p. 93En7k

JOHANSEN, Charles K., translator. Police protective work in Stockholm, Sweden. (Policeman's News, Feb., 1921. p. 14-15.)

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POLICE motor truck corps has now been organized. (Commercial Transportation News, March, 1921. p. 12.)

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Port Development

RHODE ISLAND. Harbor Commission. Annual report for year ending Dec. 31, 1920. 627P9

Ports

BOARD of Estimate and Apportionment. [A resolution in relation to the proposed treaty between the State of New York and the State of New Jersey.] 1921. 4 p. VF

CHAMBER opposes the port treaty in present form; delegation at hearing; totally inadequate to bring about unified port authority. (Brooklyn Chamber of Commerce. Bulletin, March 19, 1921. p. 1, 10.)

NEW YORK STATE (New Jersey). Port and Harbor Development Commission. Joint report with comprehensive plan and recommendations. 1920. 403 p., maps, diagrams.

— Part III — (issued separately). Compact between New York and New Jersey for the creation of a port authority and the comprehensive development of the port. 63 p.

PACIFIC Coast Association of Port Authorities. Proceedings and papers of the seventh annual convention, Oct. 14, 15 and 16, 1920. 1920. 143 p. 627.06P12

PORTLAND. Port of Portland Commission. Biennial report, 1919-1920. 1921. 34 p. 627.79P8

QUEENS and Brooklyn present port development plan. (Chamber of Commerce of Queens. Queensborough, Feb., 1921. p. 58.)

VILLARD, Harold G. New York premier port of the world; nearly half of United States foreign trade passes through metropolis — many improvements. (The Trans-Pacific, March, 1921. p. 67-70.)

Rapid Transit

CITIZENS Union of New York. The traction problem; Governor Miller's recommendations and his proposed bill — report of a special committee. (The Searchlight, March, 1921. p. 1-8.)

Schools

TORONTO Bureau of Municipal Research. A twelve-hour working day for school buildings 300 days in the year; what is actually being done in Toronto in making wider use of the school plant. (Citizen Control of the Citizen's Business. March 18, 1921. 8 p.)

Valuation

MILWAUKEE. Tax Commissioner. Assessed valuation, tax levy, tax limitations and tax rates. 1920. 30 p. VF

War Service

AMES, Fisher, jr. American Red Cross work among the French people. Macmillan, 1921. 178 p., illus. 356Am3f

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

13 April 1921

Number 33

Official Directory of the City of New York

The 1921 edition of the Official Directory of the City of New York has just been issued by the Board of City Record, under the direction of Peter J. Brady, Supervisor, compiled by William Viertel, editor. The names are included of city officials of all departments, bureaus, commissions, boards and committees, office hours, term of office, political party of elected officers, and salaries. County officers, quasi-public officials, New York State departments, boards and commissions, federal departments and courts are also entered. The entire contents is indexed. A short history of the city, the valuation of real and personal estate and tax rate, and a list of all New York City mayors precede the directory. All the schools with names of principals, all engine houses, all parks, all bridges, all bus lines, and ferries, are listed. Another new feature of this edition is the inclusion of the permits and licenses issued by each department or bureau, and a full analytical subject index to these lists. It is by far the most complete official directory which has been published. The number of pages has increased from 164 in 1920 to 219 pages in 1921. It is the same handy pocket-sized book. The Board is to be highly commended for this most useful directory of the City Government. Copies may be purchased from the Board of City Record, 8th floor, Municipal Building.

Policewomen

The International Association of Policewomen, with headquarters in Washington, D. C. (Mrs. Mina C. Van Winkle, President), has printed a survey, made by them through a questionnaire, under the title, "Tentative digest of the work of Policewomen in the United States and foreign cities." As this is apparently the first attempt for organized information concerning policewomen it is welcome. The cities in the United States reporting have 177 policewomen; Chicago claims first place with 30, and Washington next with 19. London reports 900 policewomen on its force. It gives information about salary, duties, training required, whether under civil service, reasons for employing policewomen, how they are organized and their relation to the regular police force.

Coordinating Committee on Unemployment Activities of New York City

Realizing that coordination of all the agencies and groups which are dealing with unemployment problems would result in a better community employment policy, such a committee has been formed, with William E. Mosher of the Bureau of Municipal Research as chairman. Representatives of twenty organizations in the city compose this committee. Four working committees have been appointed; these are: Unemployment, Vocational Opportunities, Continuation Schools and Editorial Committee. A series of bulletins in mimeographed form are being issued, which will record the progress of their work.

Bulletin 1 contains discussions of the condition of adult and juvenile unemployment, together with a graph showing the employment situation in one of the major industries of the city. The amount of unemployment in January, 1921, is considerably more than that of June, 1914. The present enrollment in the Continuation Schools of the City and a brief description of their activities are included. The reorganization of the State Industrial Commission, as provided for by Chapter 50 of the Laws of 1921, is important to this Committee and it is commented upon. The new State Industrial Commission will be composed of one commissioner instead of five, who has administrative power to reorganize as he sees fit. An Industrial Board of three appointed members will exercise the judicial functions of the former Commission.

Educational Statistics

A comparative analysis of public education systems in the cities of New York State has been made by the New York State Bureau of Municipal Information. These reports cover the inclusive years of

1914 to 1920. Statistics of attendance, according to special classes as vocational and evening schools, as well as elementary and secondary schools, and others according to the age of the pupils are tabulated. Another report is devoted to number of teachers employed, one to average number of pupils per teacher in day schools, one to number of schoolhouses and sittings and the value of school property and three reports are devoted to costs of education — cost of instruction in day and night schools, cost of continuation schools and total current expenses for education. These are useful compilations for the legislators and the citizens interested in the present educational legislation.

MONTHLY LIST OF NEW YORK CITY PUBLICATIONS

No. 63

Board of Aldermen. Approved papers for period ended April 2, 1921. no. 118-192. (City Record. April 2, 1921. p. 2031-2039.)

— Calendar for March 8, 15, 22, 29, and April 5, 1921. no. 47-51. **AL2.15**

— Proceedings of meetings held March 1, 8, 15, 22, 29, 1921. p. 397-668. **AL2.16**

— Proceedings of meetings held March 8, 15, 22, 29, April 5, 1921. (City Record. March 10, 17, 24, 31, April 7, 1921. p. 1431-1459, 1655-1661, 1831-1838, 1999-2004, 2141-2145.)

Board of Ambulance Service. Regulations governing the ambulance service of all hospitals in the City of New York. 1919. 12 p. **Am1.42**

Board of City Record. The City Record. v. 49, no. 14526-14552. March 1-31, 1921.

Published daily except Sundays and holidays.

— Index to City Record. v. 49, no. 14504-14525. Feb. 1-28, 1921.

With City Record of March 22, 1921.

Municipal Civil Service Commission. Minutes for the year 1918. [1921.] 607 p. **C56.16**

— Minutes of meetings held Oct. 1, 6, 8, 13, 14, 18, 20, 22, 25, 27, 29 and 30, 1920. (City Record. March 5, 7, 1921. p. 1367-1371, 1385-1389.)

Board of Education. Bulletin of high points. v. 3, no. 2. Feb., 1921. **Ed8.04hp**

— Journal. Jan. 12, 26, Feb. 9, 1921. p. 1-246. **Ed8.16**

— School library bulletin. v. 14, no. 5-7. Feb., March, and April, 1921. **Ed8.24**

Department of Education. Minutes of the Board of Superintendents, Jan. 14, 1921. p. 19-28. **Ed9.82Su7**

— Teachers' Council. Teachers' Council. [Plan, by-laws, list of members.] 1921. 20 p. **Ed9.87T22**

- Board of Estimate and Apportionment.** Calendar for March 7, 9, 10, 11, 14, 18, 19, 23, April 1, 8, 1921. no. 23-32. **Es8.15**
- Minutes, July 1-31, 1920. v. 4. p. 3315-4320. **Es8.16**
- Minutes of meetings held Jan. 20, 21, 26, 28, 31, Feb. 2, 4, 9, 11, 16 and 18, 1921. p. 263-1142. **Es8.16**
- Minutes of meetings held Feb. 2, 4, 9, 11, 16, 18, 25, March 2, 4, 7, 9 and 10, 1921. (City Record. March 5, 15, 23, 29, April 6, 1921. p. 1328-1363, 1536-1604, 1752-1807, 1920-1946, 2090-2124.)
- Sewage disposal bulletin no. 15. Jan. 1, 1921. 12 p. **Es8.04**
- Department of Health.** Deaths reported in 1916, 1917, 1918, 1919. **H34.74R24d**
- Monthly Bulletin. v. 11, no. 2. Feb., 1921. **H34.24m**
- School health news. v. 7, no. 3, March, 1921. **H34.24s**
- Staff News. v. 9, no. 3. March, 1921. **H34.24st**
- Weekly bulletin. n. s., v. 10, no. 11-14. March 12, 19, 26, April 2, 1921. **H34.25**
- Mayor's Public Welfare Committee.** Remarks of the Mayor, John F. Hylan, at dinner conference of law enforcing departments of the City of New York, at the Waldorf-Astoria. Oct. 6, 1920. 7 p. **M45.66P96r**
- Examining Board of Plumbers.** Annual report, 1920. 6 p., typewritten. **P73.01**
- Police Department.** Annual report of the police pension fund. 1920. 179 p. **P75.71**
- Department of Public Welfare.** Directory of activities of public (state and municipal) and private (receiving city funds) welfare agencies. Sept. 29, 1920. 2. ed., rev. Jan. 1, 1921. 110 p. **C38.65d2**
- Commissioners of the Sinking Fund.** Calendar for March 17, 31, 1921. no. 6-7, meeting no. 9-10. **Si6.15**
- Proceedings of the meetings held Jan. 6, 20, 24, 27, Feb. 3, 17, 1921. p. 1-162. **Si6.16**
- Proceedings of the meetings held March 3, 17, 1921. (City Record. March 11, 26, 1921. p. 1475-1485, 1879-1896.)
- Board of Standards and Appeals.** Bulletin. March 8, 15, 22, 29, April 5, 1921. v. 6, no. 10-14. **B86.25**
- Borough of the Bronx.** President. Annual report, 1917. 1919. 48 p. **5P92.01**
- Borough of Queens.** President. Annual report, 1917. **35P92.01**
- New York County.** Public Administrator. Report for the year 1920. (City Record. March 10, 1921. p. 1440-1451.)
- Metropolitan Museum of Art.** Bulletin. v. 16, no. 3. March, 1921. **XM56b**
- Fifty-first annual report, 1920. **XM56**
- New York Botanical Garden.** Bulletin. v. 10, no. 38-39. June 24, 30, 1920. **XN52bu**
- Journal. Feb., 1921. v. 22, no. 254. **XN52j**
- New York Public Library.** Bulletin. v. 25, no. 3, March, 1921. **XN51b**
- *Municipal Reference Library.* Municipal Reference Library Notes. v. 7, no. 28-32. March 9-April 6, 1921.

NEW YORK STATE

- Transit Construction Commissioner.** Transit Construction Record. v. 8, no. 3. March, 1921.

BOOK REVIEWS

Labor Legislation

A glance at the preface of *Principles of Labor Legislation*, by J. R. Commons and John B. Andrews (New York: Harper Bros., 1920. 559 p. 331.18C73) reveals the marked progress made in labor legislation since the appearance of the first edition in 1916. The United States Government has a compensation law for its employees and there has recently been adopted a Civil Service retirement act. Workmen's compensation laws have been passed in twelve new states during the four and a half years, while three adopted the eight-hour day for women. Laws relating to the problems of individual bargaining, collective bargaining, minimum wage, hours of labor, unemployment, safety, health, social insurance are carefully reviewed. A final chapter on Administration is included. The book contains a select critical bibliography, classified according to the chapter headings. The authors speak with the authority of specialists in the field and they have made a valuable contribution to the literature on labor problems.

Juridical Reform

Juridical Reform, by John D. Works (New York: Neale Publishing Company, 1919. 199 p. 345.1W89jr) is a concise little volume of interest to any persons who desire a more efficient juridical system. The writer points out the things that have been accomplished in the way of simplifying pleadings both in this country and in England. He then takes up in detail specific practices that tend to cause delay and useless expense. Some of these are the empaneling of juries, too long cross examinations, the custom of judges to postpone a decision that might be given at once, the filing of briefs after a trial instead of before, and the accumulation of opinions and decisions that are mere duplications of similar cases.

Plumbing

A book published a good many years ago, but a reliable authority, which contains descriptions of methods of plumbing still among the best, is *Sanitary Engineering of Buildings*, by William Paul Gerhard (New York: William T. Comstock, 1899. 454 p. 628G31sa) recently received

by the Library. The author is a recognized authority on sanitation, and his several books on the subject are consulted constantly by architects, engineers, and contractors. *Sanitary Engineering of Buildings* discusses the phases and problems of plumbing, drainage and sewerage. The Plumbing Code of New York City permits the use of non-siphoning traps which are described adequately in Chapter 2 of this book. Chapter 11 treats quite fully the testing of house drains and plumbing work. But perhaps most important is the final chapter, "Simplified plumbing methods," which contains the methods now in use as required by the Plumbing Code.

Legal Directory

Standard Legal Directory, 1921, contains a selected list of prominent lawyers in the United States, Canada, and foreign countries. The material is arranged alphabetically by states, subdivided alphabetically by towns, mentioning counties as well. The persons engaged in the consular service of the United States are appended. The names in the body of the directory include lawyers of realty, insurance, title, mortgage, patent, admiralty, corporation and probate, as well as those in general practice. This is the second annual volume of this useful directory.

A System of Writing

Breviography, a System of Writing by Contracted Forms, (published by the Breviograph Systems Co., 206 Broadway, Room 536, New York, 1921. 14 p. 653B75) has just been issued. It is a brief manual of a system of writing which is intended to save time in notation. Letters of the alphabet are used for word-signs; contracting is accomplished by omission of letters; the common signs and symbols as + and = are used to designate words and also in word building. It is claimed that the principles of "breviography" may be learned through a careful first reading of this textbook. This system is similar to a recently invented one called "Jot," but it seems a bit more complex. The author is a newspaper man who thinks that such a system of note-taking is needed by reporters and editorial writers unfamiliar with shorthand.

CURRENT CIVIC LITERATURE

Budget Making

INSTITUTE for Public Service. Should New York's State Legislature vote to shackle both itself and the public in state budget making? 1921. 1 p., typewritten. VF

Charities

AMERICAN Association for Organizing Family Social Work. Directory of family social work societies of the United States and Canada; together with a selected list of foreign societies. 1921. 31 p. 363Am3d

Civics

DUNN, Arthur W. The community and the citizen. rev. and enl. Heath, 1914. 313 p., illus. 354D92cc

JACKSON, Henry E. What America means to me; a book of the people, by the people, for the people; designed for their use in preparing themselves for the practice of citizenship. National Community Board, 1920. 237 p., illus. 354J12

Civics, continued

SNEDDEN, David. Experimental and other forms of research in civic education. (School and Society, March 26, 1921. p. 361-372.)

Civil Service

BUFFALO. Civil Service Commission. Annual report, 1920. 351.42B9

PATROLMEN'S Benevolent Association and the Uniformed Firemen's Association. An appeal by the patrolmen and firemen who during the war made the city safe for war work. 8 p. VF

Argument against Senate bill giving preference to war veterans in civil service positions.

ROSA, Edward B. Civil service reform; a re-organized civil service. (Washington Academy of Sciences. Journal, Nov. 19, 1920. p. 533-558.)

ST. PAUL. Bureau of Civil Service. Public employment; seventh annual report, year of 1920. 59 p. 351.42S3

Colleges and Universities

ASSOCIATION of American Colleges. The preliminary report of the Association Commission on the organization of the college curriculum. March, 1921. 60 p.

Crime and Criminals

NATIONAL Bureau of Criminal Identification. Report of the Superintendent and Treasurer. (In: International Association of Chiefs of Police. Proceedings, 1920. p. 136-151.) 352.35In8

Daylight Saving

BOSTON Chamber of Commerce. A daylight saving law for Massachusetts. 1920. 33 p. VF

Gives opinions of numerous individuals and organizations regarding the benefits of daylight saving.

FORTUNES of daylight saving measures in East; bills introduced in state legislatures meet various fate in accordance with local conditions — Massachusetts wins daylight saving, Connecticut prohibits it and New York allows it in cities only — many New York municipalities adopt ordinances. (Greater New York, March 28, 1921. p. 4-5.)

Education

MASSACHUSETTS. Department of Education. Educational directory, 1921. 1921. 46 p. (Bull. no. 121.) VF

NEW YORK STATE. Education Department. Report on higher education in the State of New York for the school year ending July 31, 1917; volume 3 of the fourteenth annual report of the Commissioner of Education. 1920. 358 p.

English

LA GUARDIA, Richard D. A new English system for new American citizens. 2 parts. Ellis, 1919. 326.1L13

English, continued

— A new English system for new American citizens. 2. ed. (Ladies' edition.) 1919. 63 p., illus. 326.1L13L

— A new English system for new American citizens. 2. ed. (Men's edition.) 1919. 63 p., illus. 326.1L13m

Finance, Municipal

BOSTON. Committee on New Sources of Revenue. Final report. March 21, 1921. (Boston. City Record, April 2, 1921. p. 248-256.)

Government, Municipal

CIVIC League of Cleveland. Cleveland, is she paying as she goes? (Civic Affairs, March, 1921.) VF

FREDERICKSBURG, Va. Annual report on the fiscal affairs for the year ending Dec. 31, 1920. 69 p. 352.09F87

Haag, Joseph

TESTIMONIAL dinner to Joseph Haag, 1870-1920 [program]. 1921. 4 p., illus. VF

Heating

HUBBARD, Charles L. Heating and ventilation; a working manual of approved practice in heating and ventilating dwelling-houses and other buildings, with practical instruction in mechanical details, operation, and care of modern installations. American Technical Society, 1921. 213 p., 7 p., illus. 697H86he

Housing Problem

SWEDISH Delegation at the Inter-allied Housing and Town Planning Congress. The housing question in Sweden. 1920. 64 p., illus. 613.5Sw3

PARTIAL CONTENTS

Swedish legislation on building and town planning.

Credits for building purposes.

The rent restriction legislation.

Government and municipal support of housing enterprise: principles of the subvention policy.

UNITED STATES. Bureau of Labor Statistics. Housing by employers in the United States, by Leifur Magnussón. 1920. 283 p. 613.5Un3hb

Immigrants

ILLINOIS. Department of Registration and Education. The educational needs of immigrants in Illinois, by Grace Abbott. 1920. 37 p. 326.1I3

Inspectors

GEORGE, H. H. Duties of bridge and building inspectors; a standard form for instructions is given for the guidance and information of inspectors, with the salient features of their duties — importance of properly-trained men recognized. (Electric Railway Journal, Jan. 15, 1921. p. 135-136.)

Labor Problems

- WISCONSIN. University. Extension Division
Circulars of the Bureau of Commercial and
Industrial Relations. 331W6c
no. 1. Explanation of plan.
no. 2. A labor policy and the labor audit.
no. 3. The cycle of employment.
no. 3a. Employment forms and routine.
no. 4. Job analysis.
no. 5. Absenteeism.

Markets and Marketing

- UNITED STATES. Bureau of Markets. History
of the Bureau of Markets, by Caroline
B. Sherman. 1920. 11 p., typewritten. VF

Milk

- AMERICAN Public Health Association. Standard
methods for the bacteriological examination
of milk. 3. ed. 1921. 24 p.
614.32Am3s

Milk Supply

- FALL RIVER, Mass. Board of Health. Rules
and regulations governing the production,
sale and care of milk and its products.
1920. 15 p. VF

Motor Vehicles

- PACKARD Motor Car Company. Public works
transportation; an analysis of the hauling
problems confronted by city, county and
state departments. 31 p., illus. VF

Pageants and Plays

- FROTHINGHAM, Eugenia B. Mock legislative
hearing "Senate bill 575," a bill to prohibit
child labor; a play in one act for citizenship
classes. 1920. 30 p. 354F93

Police

- INTERNATIONAL Association of Chiefs of
Police. Proceedings, 27th convention.
June 7, 8, 9 and 10, 1920. 352.35In8
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- BROWN, Charles L. Co-ordinating the work
of public and private agencies in probation
service. (In: National Conference of Social
Work. Proceedings, 1920. p. 18-26.)
360.08N27
NATIONAL Probation Association. Tendencies
and developments in the field of probation,
by Edwin J. Cooley. 1921. 27 p.
365.46N21t

Public Comfort Stations

- COMFORT Station Committee, Newark, N. J.
Public comfort and shelter stations as pro-
posed by the most prominent and progres-
sive citizens of the community. 8 p., illus.
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PUBLIC comfort promoted. (Civic Club of
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Feb., 1921. p. 2.)

Public Utilities

- McMILLIN, John M. The public utilities and
the public; paper read before Providence
Engineering Society, Feb. 22, 1921. Henry
L. Doherty & Co., 1921. 23 p. VF

Rapid Transit

- The NEW YORK transit bill. (Independent,
April 9, 1921. p. 376-377.)
The TRACTION bill; City Club action. (City
Club of New York. Bulletin, March, 1921.
p. 1-2.)

Refuse Disposal

- BALMER, Robert. The municipal refuse de-
structor at Montevideo, Uruguay; a suc-
cessful experiment in new principles and
designs. (The American City, March, 1921.
p. 247-250.)
BALTIMORE's piggery defunct. (Modern City,
Feb., 1921. p. 20.)
DISPOSAL of municipal refuse. (Public
Works, April 2, 1921. p. 281-282.)
GARBAGE disposal plant at Middletown. (Pub-
lic Works, March 12, 1921. p. 222.)
LONDON's refuse; to deal with 5,000 tons a
day. (Municipal Journal [London], Feb.
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MORSE, William F. A report and survey with
recommendations upon the municipal refuse
collection and disposal of the City of
Bridgeton, New Jersey. Nov. 28 to Dec. 9,
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- UNITED STATES. Library of Congress. Divi-
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to recent rent increases. 1920. 9 p., type-
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- BEARD, Harriet E. A course of study in safety
education. 1920. 31 p. VF

School Buildings

- DONOVAN, John J. Architecture, planning,
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tect and Engineer, March, 1921. p. 68-97.)

Sewage Disposal

- EXPERIENCES at Grand Rapids, Mich., with
Dorr sewage clarifier. (Engineering and
Contracting, March 9, 1921. p. 226-228.)
PHILIPS, H. S. City of London sewerage and
sewage disposal. (Canadian Engineer,
March 17, 1921. p. 297-301.)
SEWAGE-TREATMENT testing station at Grand
Rapids, Mich.; Dortmund Tank installed in
1919 transformed into Dorr clarifier—
sludge with paper mill waste dries in 10 to
30 days. (Engineering News-Record, March
17, 1921. p. 459-461.)
SEWAGE treatment at Lexington; grit cham-
bers, Imhoff tanks, sludge beds, dosing
tanks, sprinkling filters and secondary
tanks. Inverted siphon under railroad
tracks. Methods and cost of operation.
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252.)

Sewers

BLEICH, S. D. How sewers are designed in New York City. (Municipal and County Engineering, March, 1921. p. 92-97, diagr.)

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MENASCO, C. J. A suggestion for snow disposal. (Scientific American, April 2, 1921. p. 267.)

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NATIONAL Conference of Social Work. Proceedings at the forty-seventh annual session held in New Orleans, Louisiana, April 14-21, 1920. 524 p. 360.08N27

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TAYLOR, E. Mae. The library of the Philadelphia Electric Company. (Special Libraries, Jan., 1921. p. 220-221.)

Statistics

QUEBEC. Bureau of Statistics. Municipal statistics for the year 1919. 1920. 325 p. 352.299C28q

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AMERICAN Electric Railway [Association]. Compilation of 288 cities with population of 25,000 or more, showing rates of fares in effect in 1917, 1918, 1919, and 1920; cities listed according to size. 1921. 43 p., type-written. VF

MUNICIPAL relief granted; council of South Bend, Wash., exempts electric railway from paving obligations. (Electric Railway Journal, March 19, 1921. p. 565.)

NEW shops for Boston; Boston Elevated Railway plans to spend \$5,000,000 for the construction of a new consolidated set of shops if the Massachusetts Legislature will lend State's credit. (Electric Railway, Journal, March 19, 1921. p. 555-556.)

NEW YORK and the five-cent fare. ([Chicago] City Club Bulletin, March 21, 1921. p. 50, 52.)

SAN FRANCISCO. Municipal Railway. Financial report for the fiscal year ended June 30, 1920. 14 p. 388S4

UNCOMPLETED track bought; City of Detroit acquires lines never completed by the Detroit United Railway. (Electric Railway Journal, March 19, 1921. p. 564.)

Tax Rates

WHY Queens tax rate is highest in the city. (Queensborough, March, 1921. p. 94.)

Traffic Regulation

EXPRESSWAYS proposed to relieve N. Y. traffic congestion; C. W. Leavitt suggests elevated vehicular routes—Amos Schaeffer analyzes cost of plan. (Engineering News-Record, March 31, 1921. p. 547.)

To relieve traffic congestion in New York. (American Architect, March 30, 1921. p. 395.)

Transportation

FROM coach and omnibus to electric car. (Stone and Webster Journal, March, 1921. p. 235-247.)

Tunnels

HUDSON RIVER vehicle tunnel contracts to be ready May 15. (Engineering News-Record, March 31, 1921. p. 562.)

RELATIVE merits of Hudson River bridge and tunnels; for freight and passenger service between New York City and New Jersey—cost analysis. (Engineering News-Record, March 10, 1921. p. 430.)

Unemployment

STEWART, Bryce M. The problem of unemployment. (Social Welfare, March 1, 1921. p. 168-170.)

URGES building activity to end unemployment. (Chicago Commerce, March 19, 1921. p. 14.)

Water Purification

GILKISON, George F. Use of copper sulphate in Kansas City reservoir; application of copper solution directly onto walls, successful after other methods had failed. (Public Works, March 26, 1921. p. 260.)

Water Supply

BRUSH, William W. [with discussion.] Utilization, conservation and sufficiency of the water supply of the City of New York. (Municipal Engineers Journal, Fourth quarterly issue, 1920. Paper 128.)

COMPREHENSIVE report on water supply of Kansas City. (Engineering News-Record, March 24, 1921. p. 499.)

MUNICIPAL partnership in water supply. (Public Works, March 26, 1921. p. 256.)

Water Waste

EDUCATING water works consumers; obtaining confidence and co-operation of consumers in changing from flat rate to meters, by first educating employees. (Public Works, March 26, 1921. p. 258-260.)

Water Works

DUNLAP, John H. Valuations of the Iowa City Water Company based on present and pre-war costs. (American Water Works Association. Journal, March, 1921. p. 138-146.)

Zone System

RANKIN, Edward S. Relation of zoning to work of city engineer. (Municipal and County Engineering, March, 1921. p. 126, 128, 130.)

MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

20 April 1921

Number 34

Winter Sports in New York

The New York Community Service, City Recreation Committee, 15 East 40th Street, has prepared a list of "Places and permits for all forms of indoor and outdoor winter recreation" in New York City, which supplements the publications of the Park Department. The citizens will welcome this, no doubt, and may wish for a similar list for summer recreation. At the beginning of this mimeographed report are given the names and addresses of all the Park Commissioners; at the end the names, locations and means of access of the public parks, playgrounds and gymnasiums are listed by Boroughs. The main portion of the list is arranged alphabetically by the name of the sport, while the places are entered by Boroughs.

Another Police Journal

We wish to call attention to a monthly police journal which was not included in the list published in the issue of March 23. It may be read in this Library:

The Detective. Al Dunlap, Editor and Manager, 1029 South Wabash Avenue, Chicago, Ill. This magazine was established in 1885, and is "the only official publication of its kind." It is the official organ of the International Association of Chiefs of Police, International Association for Identification, National Bureau of Identification, and a large number of State Associations. Each issue contains photographs, descriptions, and records of criminals, and missing persons for whom rewards are offered. These are valuable to police officers, sheriffs, detectives, and penal institutions.

What Other Cities are Doing

Kansas City, Kansas, is to annex Rosedale on August 1st. It will increase the population of the city to 110,000.

Detroit, like New York, has also established a Woman's Division of the Police Department.

Los Angeles County, Cal., is considering the establishment of aerial police.

The Mayor of *Portland, Oregon*, in accordance with a resolution of the City Council, has issued a Proclamation, appealing for gifts to the City.

The Municipality of *Scranton, Pa.*, according to the "Scientific American," has appropriated a large sum of money and taken steps to put an end to the menace of underground fires in mines under the City.

Nashville, Tenn., has become the fifth commission-manager city of more than 100,000 population.

The municipally-owned street car lines of *St. Petersburg, Fla.*, have recently increased wages 25 per cent, still keep the 5-cent fare, and are making a slight profit besides. (From "Public Ownership.")

A year ago there were 800 families in *Detroit* on the books of the Poor Commission; to-day there are more than 9,000. ("Michigan Manufacturer and Financial Record.")

BOOK REVIEWS

Heating and Ventilation

Mr. Charles L. Hubbard has issued a second edition, rewritten and enlarged, of his *Ventilation Hand-Book* (New York: Sheet Metal Publication Co., 1920. 231 p. 697.9H86) which we are glad to call to the attention of city employees who are interested in this important subject. This book discusses the underlying principles of warm-air heating and ventilation, and gives simple methods for computing the sizes of the various parts of a system of this kind. The subject matter is arranged in the form of questions and answers. A chapter on ship ventilation has been added to this new edition. One hundred and fifty carefully-drawn engravings add value to the work.

A Mess Officers' Manual

This handbook, *United States Army, Medical Department Mess Officers' Manual* (New York: Lea and Febiger, 1919. 192 p. 355M56m) gives definite instructions for the selection, inspection and storage of food for army use, explains briefly the nutritive value of various kinds of food and how they are digested and absorbed by the body. Though designed primarily for the benefit of mess officers and mess sergeants, most of the information is equally useful for dietitians of civil institutions.

Suffrage

Alfred B. Cruikshank in his recent book, *Popular Misgovernment in the United States* (New York: Moffat, Yard & Co., 1920. 455 p. 324C88) holds that unlimited suffrage is most dangerous, has proven a failure, and that an electorate of private property owners is the only remedy for the situation. "There is happily one available measure of protection and defense against Bolshevism and all its assaults, one which is manifestly appropriate and will be absolutely efficacious... An electorate of private property owners of twenty-five years and upwards would constitute an absolute bar-

rier against all attacks on private property from any quarter." He reverts to the old ideas of the 18th century, those of property rights, and contends they are far more important than any political or social rights. The bad features of our political system are attributed mainly to manhood suffrage, while woman suffrage is considered as a "most fatal and noxious derivative" of manhood suffrage. Thereby "the male electorate stands a self-confessed failure." He disabuses the reader of the idea that education may help in curing the political evils. The boldness of the attack upon an established institution is to be admired. The style of presentation is popular, his authorities referred to are cited, his remedy is definitely stated, and the Conclusion includes the author's anticipation of the objections that undoubtedly will be raised to his suggested remedy.

Fire-Fighting

The fireman who desires promotion must be familiar with the scientific principles involved in the operations which firemen perform. In his *Science in Fire-Fighting* (New York: published by the author, Box 20, Station M, 1920. 291 p. 614.843F61) Luke Flanagan, Battalion Chief in the New York Fire Department, has written a work to introduce the student fireman to those avenues of science along which his studies should be directed. The work is arranged under three headings: (1) Mechanics, (2) Hydraulics, (3) Heat and Combustion. There are given a large number of simple mathematical problems incident to operations performed at fires. An index would add greatly to the value of the work.

Real Estate

A useful little reference book for real estate agents, builders, contractors and business men is F. M. Payne's *The Real Estate Educator* (New York: T. J. Carey & Co., 143 West 96th Street, 1920. 205 p. 347.3P29). This new

revised edition has much miscellaneous information given in the briefest form; legal definitions, some special laws as employer's liability act, legal forms used by real estate men, co-insurance clauses, percentage tables for determining value of lots, *Torrens* system, are examples of its contents. The material is made available by an alphabetically arranged table of contents, with references to page numbers.

A Text Book for the Voter

Though the average citizen takes great interest in the general election he pays little heed to the primary or election within the party. To aid in overcoming this lack of interest this

book, *The Sovereign Citizen*, by An American (New York: Periodical Publishers Service Bureau, Inc., 1920. 183 p. 329So8) is written. It is free from leanings toward any political party, and is designed for the use of Democrats and Republicans alike. The origin, growth and practical workings of party machinery are outlined in a clear, concise manner. The reader is impressed throughout with the necessity of his taking an active interest in party affairs. The publishers request that each reader of the book pass it on to some friend, until ten persons have read it, thus forming a Sound Administrative Club, whose aim shall be to affiliate its members with some political party, and to exert party influence to the utmost.

CURRENT CIVIC LITERATURE

Bridges

BOSSOM, Alfred C. Proposed memorial bridge across the Hudson River at New York. (*The American Architect*, April 6, 1921. p. 423-425.)

CAMPBELL, Carlos C. Concrete viaduct adds valuable business block to Knoxville, Tenn. (*Municipal and County Engineering*, March, 1921. p. 108-110, illus.)

THE GEORGETOWN bridge; \$2,250,000 concrete arch structure 70 feet wide and 1,277 feet long to carry highway and trolley tracks across the Potomac on seven rib arch spans of 85 to 208 feet. Piers built in special sheet pile cofferdams. Concrete mixed in two plants. (*Public Works*, March 5, 1921. p. 203-205.)

REDISIGN of Belle Isle Bridge to reduce cost; arch structure proposed because bids on adopted cantilever design exceed available funds — arch type held liable to injury from settlement of pile foundations in clay — revise cantilever plans. (*Engineering News-Record*, March 17, 1921. p. 452.)

30,000,000 people used the **Queensboro Bridge** in 1920. (*Queensborough*, March, 1921. p. 106.)

Charities

CIVIC Federation of Dallas. Fourth annual directory; Dallas agencies for social progress, and promotion of health and education. (*Civic and Social Review*, Nov., 1920. 8 p.) VF

COUNCILS of social agencies. (*The Survey*, Feb. 26, 1921. p. 749-750.)

HANIGAN, T. W. Is this borough city's step-child? (Manhattan wealth spent everywhere except Brooklyn. (*Brooklyn Chamber of Commerce Bulletin*, April 2, 1921. p. 2.)

NATIONAL Federation of Settlements. Report and forecast, 1920. 15 p.

Charters

BUCK, George S. Buffalo's new charter is a success; Mayor of the City describes the

Charters, continued.

achievements under commission government during the last five years — more responsive to the people. (*State Service*, Feb.-March, 1921. p. 83-88.)

DETROIT. Charter. Charter of the City of Detroit, edition of Jan. 1, 1921, adopted by the people of the City of Detroit, June 25, 1918, filed with the Secretary of State and in effect June 27, 1918. 1921. 187 p.

352.132D6c

LOVETT, William P. Detroit and its new charter. (*National Municipal Review*, March, 1921. p. 149-151.)

SMITH, Alfred E. Machinery of government often inadequate; city charter out of date and an obstacle to efficient government — state never refused city any proper request, but citizens should have intelligent programme and should know their needs — danger of fault-finding. (*Real Estate Magazine*, March, 1921. p. 301-303.)

SMITH, Clarence B. Charter revision for New York City. (*National Municipal Review*, March, 1921. p. 196.)

City Planning

Asks state to adopt Chicago plan idea; George Woodruff at Springfield meeting launches project for vast city and rural betterment. (*Chicago Commerce*, April 2, 1921. p. 15.)

CLEVELAND. City Plan Commission. The Cleveland thoroughfare plan. 1921. 15 p., illus., plans, diagr.

LEWIS, George L. Toledo a natural gateway. (*Toledo. City Journal*, March 12, 1921. p. 127.)

RAMSEY, Leonidas W. Organizing for town improvements. (*The Park International*, March, 1921. p. 172-174.)

Civics

DAVIS, Calvin S. Citizenship and the high school. (*Educational Review*, March, 1921. p. 214-223.)

HUNT, Rockwell D. Political science and practical citizenship. (*Educational Review*, March, 1921. p. 185-194.)

Daylight Saving

CITIES adopting daylight saving ordinances.

Municipalities of the state are taking advantage of the permission granted to them by the Daylight Saving Repeal Law to secure to themselves the benefits of the extra hour of daylight during the five summer months from April to October. (Greater New York, April 11, 1921. p. 18-19.)

TO-MORROW brings daylight saving with its extra hour for recreation all summer. (Chicago Commerce, March 26, 1921. p. 10.)

Education

J. K. H. A new type of survey. (Survey, Jan. 8, 1921. p. 543-544.)

KAY, Lidda. Educating the public electrically, through the public schools. (Electrical Merchandising, Jan., 1921. p. 15-17.)

SCHOOLS of Staten Island; P. S. 15 a fine example — the same as a great city school; Miss Conway's organization. (School, April 7, 1921. p. 537, 539.)

UNITED STATES. Bureau of Education. Annual report of the Commissioner for the year ended June 30, 1920. 1920. 134 p. 379Un3

Finance

CRAIG, Charles L. How the city finances stand; we are \$230,000,000 within the debt limit. (The Metropolis, Feb. 15, 1921. p. 8-9.)

\$58,100 deficit in Toledo; showing for first month under service at cost regarded as far from disappointing. (Electric Railway Journal, March 26, 1921. p. 615.)

MASSACHUSETTS. Bureau of Statistics. Annual report on the statistics of municipal finances for city and town fiscal years ending between Nov. 30, 1918, and March 31, 1919. 1920. 307 p. 352.299M4mu

NEW YORK STATE. Comptroller. Annual report for the fiscal year ended June 30, 1920. 1921. 470 p. (Legislative doc. [1921.] no. 10.)

TRAYLOR, Melvin A. Municipal aid in financing; service-at-cost plan advocated as best means of giving public good service and investors fair return. (Aera, March, 1921. p. 831-835.)

UNITED STATES. Bureau of the Census. Financial statistics of cities having a population of over 30,000, 1919. 1921. 355 p.

Milk Supply

COOPERATIVE milk plant. (New York State. Division of Foods and Markets. Foods and Markets, Jan.-Feb., 1921. p. 12-14.)

MILK and motor cars. (The Survey, Feb. 26, 1921. p. 750.)

MUNICIPAL milk supply; the Sheffield undertaking — what the corporation should do under its new powers — special committee's report. (Municipal Journal [London], Feb. 11, 1921. p. 109.)

Pensions

FLORIDA. Board of Pensions. Report, Feb. 20, 1919, under chap. 7259, acts of 1917, with detailed information regarding number of pensioners, amount of payments, etc., under present pension law. 1919. 9 p. + 8 p. 351.67F6

STUDENSKY, Paul. Milwaukee's new pension plan. (National Municipal Review, April, 1921. p. 207-210.)

Police

DISTRICT of Columbia. Metropolitan Police Department. Report of the Major and Superintendent, 1920. 352.35D62

FEDERALIZED police. (The Policeman's News, March, 1921. p. 21.)

HAMILTON, Mary E. Woman's place in the Police Department; educational program for the establishment of a training school. (Policeman's News, Feb., 1921. p. 16-17.)

McKEEVER, William A. A new kind of policeman. (Policeman's News, Feb., 1921. p. 13, 34.)

VOLLMEYER, August. A practical method for selecting policemen. (Journal of Criminal Law and Criminology, Feb., 1921. p. 571-581.)

Street Railways, Fares

ADJUSTING fare to length of ride. (Electric Railway Journal, April 9, 1921. p. 670-676.)

LEWIS, E. I. Indianapolis retains the five-cent fare but rejects service-at-cost. (Supplement to the National Municipal Review, Feb., 1921. p. 116-124.)

NASH, L. R. Outlook for service-at-cost franchises. (Electric Railway Journal, Jan. 1, 1921. p. 23-30.)

SAWYER, W. H. Street railway rate tariff. Failure to allow proper base rates of fare results in practical confiscation of railway property — high fares mean more money although a loss in traffic — rates of return should exceed the mere cost of money in order to allow for contingencies in the future. (Electric Railway Journal, April 9, 1921. p. 677-679.)

STERLING, Edmund, and Morris L. Cooke. The fate of the five-cent fare; Philadelphia succumbs. (National Municipal Review, March, 1921. p. 176-183.)

Unemployment

ANDREWS, John B. Reducing unemployment by planning public works. (National Municipal Review, April, 1921. p. 215-220.)

NEW YORK CITY. Board of Aldermen. Resolution in regard to unemployment. (City Record, March 10, 1921. p. 1459.)

PEAK of unemployment is passed in New York City. Industrial Bureau of the Merchants' Association presents the results of an inquiry into the situation in some of the leading industries here. (Greater New York, April 11, 1921. p. 11-12.)

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Volume VII

27 April 1921

Number 35

Health

To supplement the list of books — "Guide Posts on the Road to Health" — which was issued as Special Report No. 3 of the Municipal Reference Library Notes of April 30, 1919, we print this list. It includes books on various aspects of the health problem which have been received in the Public Health Division in the past two years; they are grouped under large subject headings. It makes no pretense of being a complete bibliography, but we hope it may be suggestive to the average reader. To economize in printing, only the title, author, publisher and date are given in each entry. Miss Sara L. Halliday, Librarian of the Public Health Division, 505 Pearl Street, who has compiled this list, will gladly respond to any inquiries from city officials, employees or citizens.

HEALTH AND SANITATION

- | | |
|---|--|
| The community health problem. Burnham, A. C. Macmillan, 1920. | Kellogg, J. H. Modern Medicine Pub. Co., 1919. |
| Dust and its dangers. Prudden, T. M. Putnam, 1919. | Healthy living. Winslow, C.-E. A. Merril, 1920. |
| Health and the woman movement. Mosher, C. D. Womans Press, 1918. | Housing and the public health. Robertson, John. Cassell, 1919. |
| The health officer. Overton, Frank, and W. J. Denno. Saunders, 1919. | The human factor in industry. Frankel, L. K., and Alexander Fleisher. Macmillan, 1920. |
| The health question box, or a thousand and one health questions answered. | Hygiene and public health. Price, G. M. Lea, 1919. |

Health and sanitation, continued.

Hygiene, dental and general. Turner, C. E. Mosby, 1920.

The industrial clinic; a handbook dealing with health in work. Collis, E. L., and others. Wood, 1920.

International Congress of Women Physicians. Proceedings. Womans Press, 1920.

Manual of hygiene and sanitation. Egbert, Seneca. Lea, 1919.

Personal hygiene and physical training of women. Galbraith, A. M. Saunders, 1916.

Public health and hygiene. Park, W. H., editor. Lea, 1920.

Public health and insurance. News-holme, Arthur. Johns Hopkins Press, 1920.

Short talks on personal and community health. Lehrfeld, Louis. Davis, 1920.

Social work. Essays on the meeting ground of doctor and social worker. Cabot, R. C. Houghton, 1919.

The story of English public health. Morris, Malcolm. Cassell, 1919.

FOOD

The American home diet. McCollum, E. V., and Nina Simmonds. Mathews, 1920.

Dietetics for nurses. Proudfit, E. T. Macmillan, 1919.

Food and health. Kinne, Helen, and A. M. Cooley. Macmillan, 1918.

Food and the public health. Savage, W. G. Cassell, 1919.

Food; its composition and preparation. Dowd, M. T., and J. D. Jameson. Wiley, 1918.

Food poisoning and food infection. Savage, M. G. Cambridge Univ. Press, 1920.

Foods, their preparation and serving. Indianapolis, Ind., Public School. Lowell, 1919.

Household arts for home and school. Cooley, A. M., and W. H. Spohr. Macmillan, 1920.

Milk. Heineman, P. G. Saunders, 1919.

Milk and its products. Wing, H. H. Macmillan, 1920.

The nation's food; a statistical study of a physiological and social problem. Pearl, Raymond. Saunders, 1920.

The newer knowledge of nutrition. McCollum, E. V. Macmillan, 1919.

Nutrition and clinical dietetics. Carter, H. S., and others. Lea, 1921.

The story of milk. Frederiksen, J. D. Macmillan, 1919.

Teaching home economics. Cooley, A. M., and others. Macmillan, 1919.

AID FOR THE INJURED

Accidents and emergencies. Dulles, C. W. Blakiston, 1918.

American Red Cross abridged text-book of first aid. Lynch, M. C. Blakiston, 1918.

Manual of first aid in accident and disease. Gainsburgh, E. L. Stearns, 1919.

Prevention of disease and care of the sick. How to keep well and what to do in case of sudden illness, by W. G. Simpson; including first aid to the injured, by M. H. Foster. United States. Public Health Service. Gov. Prtg. Off., 1919.

BACTERIA AND DISEASE

Diabetic manual for the mutual use of doctor and patient. Joslin, E. P. Lea, 1919.

Diseases of the skin. Sequeira, J. H. Blakiston, 1919.

Epidemic encephalitis [Encephalitis lethargical]. Tilney, F., and H. S. Howe. Hoeber, 1920.

Everyday mouth hygiene. Head, Joseph. Saunders, 1920.

General medicine. v. 1. Practical Medicine Series. Year Book Pub. Co., 1920.

Half a century of smallpox. McVail, J. C. Livingston, 1919.

Bacteria and Disease, continued.

Industrial medicine and surgery. Mock, H. E. Saunders, 1919.

Infectious diseases, a practical text-book. Ker, C. B. Hodder & Stoughton, 1920.

Lice and their menace to man; with a chapter on trench fever, by W. Byam. Lloyd, L. L. Hodder & Stoughton, 1919.

Manual of tropical medicine. Castellani, A., and A. J. Chalmers. Wood, 1920.

The narcotic drug problem. Bishop, E. S. Macmillan, 1920.

Occupational therapy. Dunton, W. R., Jr. Saunders, 1919.

Outwitting the "T. B. Bugs." Mack, M. Cahill Pub. Co., 1920.

Pasteur: The history of a mind, translated by Erwin F. Smith and Florence Hedges. Duclaux, Emile. Saunders, 1920.

Practical preventive medicine. Boyd, M. F. Saunders, 1920.

Principles and practice of medicine. Osler, William, and Thomas McCrae. Appleton, 1920.

Rules for recovery from pulmonary tuberculosis. Brown, Lawrason. Lea, 1919.

The story of bacteria and their relations to health and disease. Prudden, T. M. Putnam, 1917.

Studies on epidemic influenza. Pittsburg University School of Medicine, 1919.

Study of experimental meningitis. Rockefeller Institute for Medical Research, 1920.

Syphilis. Thompson, Loyd. Lea, 1920.

Syphilis and public health. Vedder, E. B. Lea, 1918.

Text-book of pathology. Delafield, F., and T. M. Prudden. Wood, 1919.

Tuberculosis and public health. Thomson, H. H. Longmans, 1920.

Venereal disease; its prevention, symptoms and treatment. Bayle, H. W. Churchill, 1920.

The venereal problem. Burke, E. T. Kimpton, 1919.

The Wassermann test. Craig, C. F. Mosby, 1918.

NURSING AND NURSES

American Red Cross textbook on home hygiene and care of the sick. Delano, J. A. Blakiston, 1918.

An introduction to bacteriology for nurses. Carey, H. W. Davis, 1920.

Applied bacteriology for nurses. Bolduan, C. F., and Marie Drund. Saunders, 1920.

Bacteriology for nurses. Smeeton, M. L. Macmillan, 1920.

Industrial nursing. Wright, F. S. Macmillan, 1919.

Nursing mental diseases. Bailey, Harriet. Macmillan, 1920.

Nursing problems and obligations. Parsons, F. M. Whitcomb, 1919.

The nurse's service digest. A manual of nursing. Humphry, Laurence, and W. R. Reynolds. Sully, 1919.

Organization of public health nursing. Brainard, C. A. Macmillan, 1919.

Principles of nursing. Brown, C. A. Lea, 1919.

Sanitation for public health nurse. Hill, H. W. Macmillan, 1919.

Textbook of chemistry for nurses. Peters, F. M. Mosby, 1919.

Text-book of materia medica for nurses. Muirhead, A. L. Mosby, 1919.

Training school methods for institutional nurses. Aikens, C. A. Saunders, 1919.

CHILDREN, CARE AND HYGIENE

Diseases of the ear in school children. Love, J. K. Wood, 1919.

Diseases of infancy and childhood. Fischer, L. Davis, 1919.

Diseases of nutrition and infant feeding. Morse, J. L., and F. B. Talbot. Macmillan, 1920.

The future citizen and his mother. Porter, C. Houghton, 1918.

The healthy baby; the care and feeding of infants in sickness and health. Dennett, R. H. Macmillan, 1919.

Infant and young child welfare. Scurfield, Harold. Cassell, 1919.

Children, Care and Hygiene, continued.

The nervous child. Cameron, H. C.
Hodder & Stoughton, 1919.

Posture of school children; with its
home hygiene and new efficiency
methods for school training. Ban-
croft, J. H. Macmillan, 1920.

The psychology of subnormal children.
Hollingworth, L. S. Macmillan,
1920.

Romance of child reclamation. Spiel-
man, M. A. Reformatory and
Refuge Union, London, 1920.

The welfare of the expectant mother.
Scharlieb, Mary. Cassell, 1919.

SEX HYGIENE

Sanity in sex. Fielding, W. J. Dodd,
1920.

Sex attraction. Vaughan, V. C. Mosby,
1920.

Towards racial health. March, N. H. Dutton, 1919.

CURRENT CIVIC LITERATURE**Charities**

NEW YORK CITY Conference of Charities and
Correction. Proceedings, 1920. 360.08N55

PARTIAL CONTENTS

The after care of drug addicts, Sara Gra-
ham-Mulhall.

Medical education and practice in relation
to health conservation and social service, S. S.
Goldwater.

Sickness in industry as the cause of poverty
and a remedy therefor, James M. Lynch.

The relation between wages and cost of
living as a factor in poverty, Wm. F. Ogburn.

Some moral aspects of family welfare work,
Robert F. Keegan.

Mental examinations and the Children's
Court, Samuel D. Levy.

Treatment of unmarried mothers and
fathers, James D. Carr.

Civil Service

ILLINOIS. Civil Service Commission. Law,
rules and classification of the Illinois civil
service. 1920. 151 p. 351.23I3

Cost of Living

MASSACHUSETTS. Special Commission on the
Necessaries of Life. Report, Jan., 1921.
1921. 125 p. (House doc. no. 1260.)
338.52M4r

Height of Buildings

MILWAUKEE. Municipal Reference Library.
Limitation of the heights of buildings [in-
cludes the height limits of all the larger
cities]. 1920. 7 p., typewritten. VF

Parks

EXTENSIVE development planned. (The Park
International, March, 1921. p. 192.)

New parks acquired. (The Park Interna-
tional, March, 1921. p. 190-192.)

PORTLAND. Mayor. Proclamation; make 1921
a year of gifts to Portland. 1921. 1 p. VF

Public Utilities

UNITED STATES. Library of Congress. Divi-
sion of Bibliography. List of bibliographies
on public utilities, including regulation,
valuation and municipal ownership. 1921.
11 p., typewritten. VF

Rents

LOS ANGELES. Ordinances. [Ordinance no.
41,266 regulating rental contracts covering
real property in the City of Los Angeles;
protecting tenants and lessees from invasion
of their personal and property rights by un-
authorized persons...] 1921. 1 p. VF

Salaries

CHILD, John T. The standardization of sala-
ries and grades in public employment;
answering the question as to how public
offices can be made as efficient as private
offices. (The Cornell Civil Engineer,
March, 1921. p. 115-116, vii.)

REASONS for standardization of salaries. (To-
ledo. City Journal, March 19, 1921. p. 133.)

Taxation

UNITED STATES. Internal Revenue Commis-
sioner. Internal revenue collections for
fiscal year 1920; preliminary statement.
Oct. 8, 1920. 1920. 15 p. 336.27Un3

Traffic

CHICAGO. Committee on Local Transporta-
tion. The anti-parking ordinance; com-
munications of the Superintendent of
Police, the Chief of Fire Prevention and
Public Safety and the Commissioner of
Public Service, also an outline of the most
important facts presented to the committee.
1920. 6 p. VF

CLEVELAND Trust Company. Parking regula-
tions downtown district Cleveland. 1921.
1 p., map. VF

MUNICIPAL

REFERENCE LIBRARY

NOTES

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Volume VII

4 May 1921

Number 36

Developing Personality

City personality is being developed by preaching the gospel of making the city a better place in which to work and live; by giving many people an opportunity to work for the city; by replacing a selfish business spirit with an unselfish civic spirit; by effective community advertising at home and elsewhere; by teaching the people that they can have what they seek only as they make themselves attractive to themselves and therefore attractive to outsiders; by developing strong men and getting them behind a strong community spirit.

— Don E. Mowry

BOOK REVIEWS

Draughting

The student of draughting will find Geo. W. Seaman's *Progressive Steps in Architectural Drawing* (Peoria, Ill.: Manual Arts Press, 1919. 63 p. 742Se1) a very useful guide. It is elementary and contains practical hints on drawing and leads the beginner from one step to a more advanced one.

Automobiles

Through the courtesy of the Norman W. Henley Publishing Company the Library has recently received a copy of Victor W. Page's *Hints and Tips for Automobilists* (New York, 1920. 141 p. 629.2P14hi). The author states in his introduction that his book was "not intended to be a text on construction or design, but simply a manual and compilation of hints to help the busy every day man to properly operate and care for his car and to make ordinary repairs and locate roadside troubles." The suggestions given in the text are illustrated by 36 well-drawn diagrams.

Automobile Ignition

Ignition, Valve Timing and Automobile Electric Systems: The Ford Ignition System and its Adjustment, by John B. Rathbun (Chicago: Stanton and Van Vliet Co., 1919. 236 p. 629.2R18) is a comprehensive manual of self-instruction on the operation, adjustment and repair of magnetos, battery ignition systems and self-starting mechanisms, with complete tables and data on valve timing for a great number of American automobiles which will enable the reader to handle the ignition and electric self-starting and lighting system of his own car with intelligence and skill.

Campaigns

Traveling Publicity Campaigns, Educational Tours of Railroad Trains and Motor Vehicles, by Mary Swain Routzahn (New York: Russell Sage Foundation, 1920. 659.1R76) represents the effort on the part of the author to present a review of practical experience in such campaigns. No organization planning similar work can afford to be without it. The author summarizes various types of traveling publicity efforts that have been made — agricultural, public health, safety and war propaganda. An entire chapter is given to the use of motor vehicles in this work. Very valuable suggestions regarding advance publicity, including close cooperation with local authorities, are given. Careful planning of different hours and programmes for special groups is emphasized as a means for distributing attendance. A warning "don't crowd" is worthy of note — that is "don't attempt to crowd into this brief tour the information or activities that belong in the

follow-up programme." An appendix — reference lists of train, truck, trolley, and other traveling campaigns is included and probably is the most complete list of such activities in existence.

Public Health

Public Health and Hygiene, edited by William Hallock Park, M.D., Professor of Bacteriology and Hygiene, University and Bellevue Hospital Medical College, and Director of the Bureau of Laboratories, Department of Health, New York City (New York: Lea and Febiger, 1920. 884 p. 614P21). The many branches of this most important subject, "Health and Hygiene," are too many for any one person to properly direct and develop, so we find in preparing this book Dr. Park, the editor, has secured the assistance of the leading authorities, specialists in their own fields of work, who have written from their personal experiences. There are twenty-four contributors; the professional positions held by each are enumerated in a list of the contributors at the beginning of the volume and one readily recognizes the fitness of contents will best show the scope and completeness of the work.

CONTENTS — Relation of microorganisms to disease; Prevention of individual infectious diseases; Practical use of disinfectants; Bacterial and other contaminations of milk: their relation to public health; Bacterial infections and parasitic diseases from milk, meat and other foods, by W. H. Park; Antimicrobial or anti-protein substances individually considered, by W. H. Park and Charles Krumwiede; Epidemiology, by G. A. Soper; Sanitary surveys, by W. L. Dodd; Air and health ventilation, by C. E. A. Winslow; Housing, by Lawrence Veiller; Food, by E. K. Dunham; Vitamines, by A. F. Hess; Preservation and adulteration of food, by J. P. Atkinson; Soil; Housing and Plumbing; Additional practical points in personal hygiene, by A. R. Guerard; Water supplies and their adulteration; Sewage and waste disposal, by J. P. B. Bowles; Sanitation of swimming pools, by W. A. Manheimer; Personal hygiene, by E. F. Fisk; Military hygiene, by C. W. Berry; Rural public health work, by Frank Overton; Tropical hygiene, by S. Josephine Baker; Sociologic and economic aspects of disease; Public health education, by C. E. Bolduan; Mental hygiene, by August Hoch; Mental defectives: preventing and controlling measures, by H. H. Goddard; Maritime quarantine, by L. E. Cofer; Vital statistics, by W. H. Guilfooy and S. W. Wynne.

This book is intended for public health officials and workers, physicians and medical students; it is practical, and exceptionally well prepared.

CURRENT CIVIC LITERATURE

Citizenship

CONNECTICUT. Board of Education. Information regarding naturalization, with outline of history and government in the U. S., by George M. Lasell. 1920. 45 p.

Commerce

MERCHANT'S Exchange of St. Louis. Annual statement of the trade and commerce of St. Louis for the year 1920. 1921. 30 p. 380S2c

Concrete

HATT, William K., and Walter C. Voss. Concrete work; a book to aid the self-development of workers in concrete, and for students in engineering. v. 1. Wiley, 1921. illus., diagr. 691.3Ha28

Crime and Criminals

CRIME problem solved through Detroit's new unified criminal court. (American Judicature Society. Journal, April, 1921. p. 189-191.)

THE MUNICIPAL League of Los Angeles. "Crime Wave." Hysteria? Propaganda? or What? (Municipal League Bulletin, April 1, 1921. p. 1-5.)

PREPARE fight on crime. (American Judicature Society. Journal, April, 1921. p. 191.)

Education

INSTITUTE for Public Service. Who's who and why in after-war education; a pioneer effort to start a fact based, specific, impersonal, unprejudiced, growing, freshly-repleted list of forward steps for and in education. 1921. 432 p., illus. 370In7

STATE Bureau of Municipal Information of the New York State Conference of Mayors and other City Officials. Annual cost of continuation schools in cities of New York State. 1921. 2 p., typewritten. (Report no. 637.) VF

— Cost of instruction in day and night schools in New York State cities (1916-1920). 1921. 4 p., typewritten. (Report no. 641.) VF

Electrolysis

WYER, Samuel S. Analogy of responsibility for damages from leaking or stray electric currents from electric railroads to adjudicated responsibility for damages from leaking water, oil or gas, noxious gases or sparks. 1921. 47 p., illus. 628.1745W98

Employment Agencies

CHENERY, William L. The shell of the Employment Service. (The Survey, April 16, 1921. p. 78-79.)

Foreign trade

AMERICAN Academy of Political and Social Science. The international trade situation. (Annals, March, 1921. 227 p.) 380Am3it

Government, Municipal

AMERICAN forms of municipal government. (Youngstown, O., Chamber of Commerce. The Needle, March-April, 1921. p. 5-9.)

BROWN, Elon R. Great problems of this great city; struggle for population sacrificing quality to quantity—rent fixing laws a menace to the city—huge debt and unsolved transit problems factors to be coped with—New York needs her biggest men if her promise of greatness is to be fulfilled. (Real Estate Magazine, March, 1921. p. 303-307.)

FASSETT, Charles M. Assets of the ideal city. (The American City, April, 1921. p. 343-347.)

Government, Municipal, continued.

INSTITUTE for Public Service. Civic lessons from Mayor Mitchel's defeat. Why every democratically governed people can find encouragement rather than discouragement in New York City's vote against Fusion Reform in 1917, by Edna Amberg and William H. Allen. New York City, April, 1921. 96 p.

MUNICIPAL administration (1918-19). (The Local Self-Government Gazette, Jan., 1921. p. 24-27.)

MUNICIPAL development in Canada. (Town Planning and Conservation of Life, Jan.-March, 1921. p. 1-6.)

ROBINSON, William A. State referenda and the municipalities in the 1920 elections. (The American City, March, 1921. p. 291-293.)

SMITH, Tunstall. Baltimore under Mayor Broening's administration. (Baltimore. Municipal Journal, March 4, 1921. p. 1, 4-5.)

YARROS, Victor S. Chicago's political decline. (National Municipal Review, April, 1921. p. 205-207.)

Government, State

INSTITUTE for Public Service. Every New Yorker's earning and enjoying capacity is reduced by New York State's scatter-splash scrambling of executive power. 1921. 3 p., typewritten. VF

Includes a chart of the organization of the New York State government at the present time.

NEW YORK reorganization. (The Survey, March 19, 1921. p. 878-879.)

NEW YORK's industrial commission. (Survey, Jan. 22, 1921. p. 593.)

TAX Payers' Association of California. A plan for reorganization of state government. (California Taxpayers' Journal, Jan., 1919. 40 p.)

Markets and Marketing

NELLIS, Louise F. Congested market conditions; we are fifty years behind the times. (The Metropolis, April 1, 1921. p. 17.)

WHITE, C. R. Cooperative marketing. (New York State. Division of Foods and Markets. Foods and Markets, Jan.-Feb., 1921. p. 3-6.)

Negroes

GOLD, Howard R., and Byron K. Armstrong. A preliminary study of inter-racial conditions in Chicago, with an introduction by George E. Haynes; made under the Survey Division, Industrial Relations Department, Interchurch World Movement of North America. Home Missions Council. 1920. 15 p. VF

HARTT, Rollin Lynde. "I'd like to show you Harlem!" This prosperous city of 150,000 negroes (where even the cops are colored) is one bright spot in our black problem. (Independent, April 2, 1921. p. 334-335, 357-358.)

MAP showing distribution of negro population of Harlem (1920). (National Urban League. Bulletin, Jan., 1921. p. 11.)

Playgrounds

BRADBURY, Mildred R. Selected references on playground design. (Landscape Architecture, April, 1921. p. 147-150.)

Police

METROPOLITAN Police District. Bulletin. v. 1, no. 1. April 15, 1921.

At a recent conference of the heads of police departments of forty cities of New York, Connecticut, and New Jersey, called by Commissioner Richard E. Enright, a Central Bureau of Information was established for the Metropolitan Police District. This Bulletin is "published for the information of the police departments concerned for the prevention of crime."

Policewomen

HAMILTON, Mary E. Woman's place in the Police Department. (The Independent Woman, April, 1921. p. 11.)

Population

UNITED STATES. Bureau of the Census. Fourteenth census of the United States: 1920; population: New York; number of inhabitants, by counties and minor civil divisions. 1921. 20 p. VF

Ports

CALIFORNIA Commonwealth Club. The harbor transfer bill. 1921. 41 p. (Transactions, March, 1921.) 627.79S4

DETROIT Board of Commerce. Detroit and world-trade; a survey of the City's present and potential foreign trade and seaboard traffic, and the facilities therefor, with special reference to the proposed St. Lawrence Deep waterway to the sea, by Thomas L. Munger. 1920. 118 p., illus., maps. 627.79D6

LAY, Grace A. A description of the port of Tampa. (Gulf Ports Magazine, April, 1921. p. 32-34.)

NEW YORK CITY. Board of Estimate and Apportionment. City of New York — protest against legislation creating port authority. (In: Minutes of Board. City Record, April 13, 1921. p. 2279-2280.)

PORT Development Commission chooses two eminent engineers for exhaustive survey of harbor. (Baltimore. Municipal Journal, March 18, 1921. p. 2.)

RETAINING walls for Toronto, Ont., harbor development. (Engineering and Contracting, March 16, 1921. p. 258-259.)

UNITED STATES. Bureau of Navigation. Ports of the world; Buenos Aires. 1921? 28 p., illus. VF

This Bureau is preparing a series of individual guide books on one hundred of the most important ports, of which this is one.

NEW YORK STATE (New Jersey). Port and Harbor Development Commission. Joint report with comprehensive plan and recommendations. 1920. 495 p., illus., charts, maps.

Rapid Transit

CHICAGO. Commission on Local Transportation. Report. Dec., 1920. 388C4re

The above commission was appointed by Mayor Wm. Hale Thompson under an ordinance of the City Council adopted Nov. 10, 1919. The report contains results of investigations made by legal and engineering staffs.

MERCHANTS' Association of New York. Governor's Transit Act and the Port Control Law; Legislative Service Bureau summarizes the leading provisions of two new important statutes which were advocated by the Merchants' Association. (Greater New York, April 18, 1921. p. 10-12.)

NEW YORK CITY transit. Rapid growth of traffic demands radical changes and great increase of passenger transportation facilities. \$550,000,000 expenditures estimated for next 25 years. (Public Works, April 2, 1921. p. 279-280.)

Refuse Disposal

[TOLEDO Commerce Club.] Report on garbage disposition in cities between 100,000 and 500,000 population. [1921.] 5 p., typewritten. VF

Rents

MANITOBA. Council of Industry. Report on rent inquiry. 1920. 5 p. VF

Roads

BLANCHARD, Arthur H. Relation of transport surveys to highway improvement; discussion of highway design in relation to present and future traffic. (Highway Engineer and Contractor, March, 1921. p. 45-47.)

DELAWARE highway designs and specifications; some of the more important features of the specifications with reference to freight rate compensation, excavation, mixing, finishing and protecting concrete, bridge construction, etc. (Public Works, March 26, 1921. p. 261-263.)

KANSAS. Highway Commission. Standard specifications for road, bridge, and culvert construction. 1920 ed. 1920. 131 p. 625.7K2

Social Hygiene

AMERICAN Social Hygiene Association. Social hygiene legislation manual, 1921. 1921. 80 p. 346.23Am3

Steamships

SEATTLE. Port of Seattle Commission. Register of steamship lines and vessels operating in and out of Seattle harbor. March, 1921. 28 p. VF

Taxation

LOUISIANA. Assessment and Taxation Commission. Report to the Constitutional Convention. 1921. 237 p. 336.2L8cc

NATIONAL Tax Association. Proceedings of the thirteenth annual conference on taxation, 1920. 336.2N22

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

Rebecca B. Rankin, Librarian, Municipal Reference Library
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Volume VII

11 May 1921

Number 37

Toledo's Municipal Investigation

In November, 1920, Mayor Schreiber invited representatives of civic organizations to a meeting at which a resolution was adopted which authorized a probe into city affairs. J. R. Cowell, director of the public service bureau of the Chamber of Commerce, made the investigation at the expense of the Chamber of Commerce. An important part of the problem was concerned with unemployment conditions. This Probe Report was submitted to the Mayor on Monday, April 25th and its first appearance in print is in the Toledo Daily Blade of that date. Urgent recommendations for a new city-manager form of government, for economy measures, and for reorganization of city departments are made.

Among the recommendations for reorganization of departments are the adoption of three-platoon system for the Division of Fire; appointment of a smoke inspector; that the Division of Streets be organized on a business basis; that a central garage be established; that funds of the Water Division be kept separate; that work of Division of Health be extended; that City Plan Commission adopt a zoning system; and that the fullest measure of support and cooperation be given to the Commission of Publicity and Efficiency.

Charter amendments necessary to a business-manager and small council form of government, and a merging of the county with the

city government as well as three-platoon system are matters within the province of the electorate.

Mayor Schreiber replied to these recommendations in part: "The thousands of unemployed have created a problem that could not be evaded. . . . Public business includes the problem of the unemployed and needy. There are two methods of dealing with those out of employment and without means. One method is the furnishing of public relief by way of food, rent, fuel and clothing. The other method is to furnish public employment. Where the latter method is employed the records naturally show greater amounts expended for labor — particularly in the department of streets — as it has seemed best to give employment when possible rather than charity. Both of these methods have been in use here in this national and municipal emergency. . . . If economies can be introduced without menacing public safety or disregarding public duty they should be enforced." The spirit of his reply is reflected in the statement, "all helpful suggestions capable of accomplishment should be adopted for the public good."

Another City Plan

The Joliet (Ill.) City Plan Commission, George Woodruff, Chairman, has published a splendid report. The plan, prepared by Edward H. Bennett and William E. Parsons, deals with the existing conditions of the city and its future possibilities, including street systems, zoning, civic centre, parks and school grounds. Colored plans and many illustrations add to the usefulness and attractiveness of the report. At the end the Greek proverb is quoted — "To make our city loved we must make it lovely" — an ideal the Commission is striving for.

A New Municipal Yearbook

Of all the larger American cities undoubtedly the citizens of Cleveland are best informed about themselves. They seem to possess a wholesome, self-critical attitude which makes it possible for surveys to be made and reports upon the actual conditions to be published. Of such are the two recent publications of the Cleveland Foundation, "Directory of Community Activities," and "The Cleveland Yearbook."

"The Directory of Community Activities" is a development of those earlier Cleveland Charities Directories. Its scope has been enlarged to include civic organizations, professional societies, labor unions and trade associations, as well as the purely social work agencies. "Its aim is to present a comprehensive summary in outline form of what Clevelanders do when they are organized for other than commercial or social purposes."

"The Cleveland Yearbook," really a companion volume, complements the "Directory," and together they present a complete picture of Cleveland's activities. The Yearbook is a new venture and should it be welcomed, of which we have no doubt, it will be continued as a series. Beginning with a description of the city and county government, followed by material in summary and statistical form, under large topic headings as public utilities, public safety, education, labor, recreation and sport, etc., the accomplishments of the city are described. A table of contents and analytical index make this splendid handbook easily used.

Raymond Moley, Director of the Cleveland Foundation, and Miss Mildred Chadsey, Editor, who are responsible for this compilation, deserve our unstinted praise and thanks. Would that all cities kept their citizens, as well as the rest of the world, so informed.

Women Police

No. II of the "Little Guides for Women Citizens," published by the Englishwoman, Ltd., 11 Haymarket, S. W. I., London, is devoted to "Women police and their employment." "Through the Women Police Service, founded early in 1915 by Miss Damer Dawson, a comparatively new field of employment has been opened up for women, but one upon the full significance of which it is still too early to speculate." Aims and duties, the status, the training, the salaries, and a description of the Metropolitan police women patrols are briefly given.

BOOK REVIEWS

Lettering

The student of lettering will find Mr. Wm. Hugh Gordon's *One Hundred Looseleaf Lessons in Lettering with Pen and Brush* (Cincinnati, O.: Signs of the Times Pub. Co., 1920. 100 p. 745G65) a useful guide. These lessons deal chiefly with rapid lettering as used by commercial artists, show card writers and moving picture title writers. All highly technical explanations have been eliminated, as far as possible, and each lesson made thoroughly practical.

The County Jail

A severe indictment of our system of county jails has been made by Dr. Stuart A. Green, formerly Secretary of the California State Board of Charities and Corrections in his *The Passing of the County Jail* (Menasha, Wis.: Geo. Banta Publishing Co., 1920. 156 p. 356.22Q3). He claims that the system practiced in the ordinary county jail is unutterably bad, and helps to make criminals rather than reform them. He believes that each misdemeanant should be treated as an individual problem, and aided in "finding himself." This is a valuable work for the criminologist and prison official.

Motor Trucks

Victor W. Pagé, in his *Modern Motor Truck* (New York: Norman W. Henley Pub. Co., 1921. 962 p. 629.2P15mm) has brought out a book that covers exhaustively every detail of the construction, design, and repair of motor trucks, tractors, and trailers. Simply written in a language that everyone can understand, it is in no sense a technical treatise. Yet it is a work that fills the need of the truck owner, salesman, garage man, driver, repairman, and engineer. No man who is concerned with commercial motor vehicles can afford to be without it. Beyond doubt it is the most comprehensive work on the subject yet written. Over 500 photographs, charts, tables, and diagrams illustrate it.

Employment Management

Employment Methods, by Nathan W. Shefferman (New York: Ronald Press, 1920. 573 p. 331.86Sh4) represents the extensive first-hand experience of the author in the handling of many men in employment. Methods for the hiring, selection, and assignment of workers are explained and discussed, as well as the regulation of transfers, promotions and training and

educational activities. He gives suggestions concerning the various types of employees' welfare work that may be successfully adopted and cites examples of the service work done by some of the great representative industrial organizations of the country. The work is well illustrated by carefully worked out charts, forms and records.

This is perhaps the most comprehensive of any of the books on this subject which is uppermost in industry. The developments in this science of employment management have been so rapid that a treatise surveying the field was needed and this will fill that need.

A Medical Manual

The Manual for Medical Officers, by Lieut. Colonel Frank T. Woodbury and Colonel Jas. A. Moss (Menasha, Wis.: George Banta Publishing Co., 1918. 613.67W85) is a book intended for the medical officers of the Army, giving in a condensed and practical form the general principles of military and sanitary science and the application of them to the military life, but equally well adapted to fulfill the office of an educational textbook.

The headings of the chapters are as follows, and indicate the general character of the book: Suggestions to newly-appointed medical officers; Personnel of the medical department; Organization and equipment; Office administration; Sanitary service; Physical examinations; Military hygiene; Field sanitation; Sanitary tactics in the zone of the interior; Sanitary tactics in the theatre of operations; Sanitary tactics in the zone of the advance.

The book is one of practical instruction, founded on a knowledge of the requirements of these various subjects.

Nutrition

Nutrition and Clinical Dietetics, by Herbert S. Carter, M.A., M.D., Assistant Professor of Medicine, Columbia University; Paul E. Howe, M.A., Ph.D., Associate in Animal Pathology, Rockefeller Institute for Medical Research; Howard H. Mason, A.B., M.D., Instructor in Diseases of Children, Columbia University (New York: Lea & Febiger, 1921. 703 p. 613.-2C24n). This book needs no introduction, being the second and revised edition of the work of the above named authors, who have succeeded in treating a scientific and elaborate subject in a clear and concise manner, covering the selection of foods in health and disease, presenting helpful diets, scientific data and results of extensive research. A copy of this book should be in every home, as part 3 "Feeding in Infancy and Childhood" covers the most important stage of human life. In fact, this part makes clear the proper selection of food where life itself is dependent upon the nourishment selected by the parent. A careful adherence to its teachings will, in a great measure, preclude the possibility of chronic disorders of the digestinal and nutritional functions of later life.

It is well known that a selection of food in disease is a difficult task, yet it seems that the work of the authors has solved the problem, in such a way that no reasonable doubt should be left in the mind of the physician or patient who consults it.

MONTHLY LIST OF NEW YORK CITY PUBLICATIONS

No. 64

Board of Aldermen. Calendar for April 12, 19, 26, May 3, 1921. no. 52-55.

AL2.15

— Ordinances, resolutions, etc., passed by the...and approved by the Mayor, 1920. v. 23.

AL2.16a

— Proceedings of the meetings held April 5, 8, 12, 19, 26, 1921. p. 1-136.

AL2.16

— Proceedings of meetings held April 8, 12, 19, 26, May 3, 1921. (City Record. April 14, 21, 28, May 5, 1921. p. 2301-2311, 2473-2481, 2601-2612, 2737-2749.)

Board of Ambulance Service. Instructions and advice to chauffeurs and drivers in the ambulance service of all hospitals in the City of New York. 1920. 10 p.

Aml.42c

Board of City Record. The City Record. v. 49, no. 14553-14578. April 1-30, 1921.

— Index to City Record. v. 49, no. 14526-14552. March 1-31, 1921.

With City Record of April 22, 1921.

Board of Education. Bulletin of High Points. v. 3, no. 3-4. March, April, 1921.

Ed8.04hp

— Journal for Feb. 23, March 9, 23, April 7, 1921 p. 247-505.

Ed8.16

- School Library Bulletin. v. 14, no. 8. May, 1921. **Ed8.24**
- Department of Education.** Public lectures: course, March – May, 1921. **Ed9.85P96c**
- Twentieth, twenty-first and twenty-second annual reports of the Superintendent of Schools, 1918–1920, reports on special classes. **Ed9.71Su7**
- Twenty-second annual report of the Superintendent of Schools, 1919–1920, plant operation. **Ed9.71Su7**
- Board of Estimate and Apportionment.** Calendar for April 15, 22, 29, May 6, 1921. no. 33–35, 35a–37. **Es8.15**
no. 35a is supplemental calendar for April 22, 1921.
- Minutes, Aug. 1 – Sept. 30, 1920. v. 5. p. 4321–5226. **Es8.16**
- Minutes of meetings held Feb. 25, March 2, 4, 7, 9, 10, 11, 1921. p. 1143–1488. **Es8.16**
- Minutes of meetings held March 11, 14, 18, 19, 23, April 1, 1921. (City Record. April 13, 20, May 3, 6, 1921. p. 2254–2280, 2414–2453, 2690–2704, 2766–2819.)
- Sewage disposal bulletin no. 16. April 1, 1921. 12 p. **Es8.04**
- Department of Health.** Food and Drug Bulletin. v. 3, no. 3–4. March, April, 1921. **H34.24d**
- Monthly Bulletin. v. 11, no. 3. March, 1921. **H34.24m**
- School Health News. v. 7, no. 4. April, 1921. **H34.24s**
- Staff News. v. 9, no. 4. April, 1921. **H34.24st**
- Vital statistics; condensed annual report, 1900–1920. **H34.71R24**
- Weekly bulletin. n. s. v. 10, no. 15–19. April 9, 16, 23, 30, May 7, 1921. **H34.25**
- Law Department.** Report for the quarter ended Dec. 31, 1920. (City Record. March 31, 1921.)
- Examining Board of Plumbers.** Report for the quarter ended March 31, 1921. **P73.03**
- Commissioners of the Sinking Fund.** Calendar for April 14, 28, 1921. no. 8–9, meetings no. 12, 14. **Si6.15**
- Proceedings of meetings held March 3, 17, 31, 1921. p. 163–316. **Si6.16**
- Proceedings of meetings held March 31, April 6, 14, 21, 1921. (City Record. April 12, 15, 30, 1921. p. 2222–2234, 2339, 2645–2661.)
- Board of Standards and Appeals.** Bulletin. April 12, 19, 26, May 3, 1921. v. 6, no. 15–18. **B86.25**
- Department of Taxes and Assessments.** Annual record of assessed valuation of real estate in the City of New York, 1921, Borough of The Bronx.
- Annual record of assessed valuation of real estate in the City of New York, 1921, Borough of Manhattan. (City Record. v. 49, 1921. Supplement.)
- Borough of Richmond.** Bureau of Buildings. Quarterly report for the period ending March 31, 1921. 3 p., typewritten. **45B85.03**
- Brooklyn Public Library.** Bulletin. v. 13, no. 7. April, 1921. **XB79b**
- Metropolitan Museum of Art.** Bulletin. v. 16, no. 4. April, 1921. **XM56b**
- The Children's Bulletin. March, 1921. v. 5, no. 1. **XM56a**
- New York Botanical Garden.** Journal. v. 22, no. 255. March, 1921. **XN52j**
- New York Public Library.** Bulletin. v. 25, no. 4. April, 1921. **XN51b**
- Report for 1920. **XN51r**
- Report of the treasurer for the year ending Dec. 31, 1920. **XN51rt**
- *Municipal Reference Library.* Municipal Reference Library Notes. v. 7, no. 33–36. April 13 – May 4, 1921.
- New York Zoological Society.** Guide to the New York Aquarium, by Charles H. Townsend. 1919. 170 p., illus. **XN53ga**
- Zoological Society Bulletin. v. 24, no. 2. March, 1921. **XN53z**

NEW YORK STATE

Public Service Commission, First District. Proceedings, July 1, 1918, to Dec. 31, 1918 (with index). v. 17. p. 1019-2186.

— Proceedings of the meetings held July 1, 2, 6, 7, 8, 9, 10, 13, 14, 15, 16, 19, 20, 21, 22, 27, 28, 30, Aug. 2, 3, 5, 6, 10, 11, 13, 14, 16, 17, 19, 20, 23, 24, 25, 27, 28, 29, 30, 31, Sept. 1, 2, 3, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 20, 21, 22, 24, 27, 28, 29, 1920. p. 289-432.

— Proceedings of the meetings held Oct. 1, 4, 5, 8, 11, 13, 14, 15, 18, 19, 20, 21, 22, 25, 26, 27, 28, 29, Nov. 1, 4, 5, 8, 9, 10, 12, 15, 16, 18, 19, 22, 23, 24, 26, 29, 30, Dec. 1, 2, 3, 4, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22, 24, 27, 28, 29, 30, 31, 1920. p. 433-582.

— Reports of decisions. July 31, Aug. 31, Sept. 30, Oct. 31, 1920. v. 11, no. 7-10.

— Summary of quarterly reports of street railway companies operating in the City of New York, for April-June, July-Sept., 1920, and for the year ended June 30, 1920 (provisional).

Transit Construction Commissioner. Transit Construction Record. v. 8, no. 4. April, 1921.

CURRENT CIVIC LITERATURE

Arson

WISCONSIN. Fire Marshal Department. Hints for police officers, fire chiefs, local reporting officers, and investigators, in the investigation of arson cases. July, 1920. 28 p. VF

Bridges

The HUDSON River Bridge; a great highway for the steam, rapid-transit, motor-truck, automobile and trolley traffic that crosses the Hudson. (Scientific American, April 23, 1921. p. 324, 336-337.)

Building Construction

UNITED STATES. Geological Survey. Building operations in the larger cities in 1919, by Jefferson Middleton. 1920. 18 p., diagr. VF

Buildings, Inspection of

STATE Bureau of Municipal Information of the New York State Conference of Mayors and Other City Officials. Regulating the inspection of buildings for fire prevention. Feb., 1920. 8 p., typewritten. (Report no. 629.) VF

Campaigns, Clean Up

NATIONAL Clean Up and Paint Up Campaign Bureau. Clean up and paint up blue book; how 7,000 cities and towns were made beautiful — sanitary — safe. [1921.] 31 p., illus. VF

Canals

NEW YORK STATE. Engineer and Surveyor. Book of plans, New York State Barge Canal; supplement to annual report, 1920.

City Planning

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

18 May 1921

Number 38

Canadian Municipal Government

Municipal government one would naturally expect to be the most democratic, for it touches the daily life of the people and really controls the health, safety, education and pleasure of the community. Perhaps the municipal government of Canada may be taken as an example of the most advanced in this respect. All forms of civic government exist — there are the mayor-aldermanic and also the commission and city-manager forms — but the fundamentals which govern the different systems are the same in all provinces. Municipal government has always been simple and direct, both in regard to election and administration. The Canadians also claim that party politics are impossible in municipal government under their system.

Originally the control of municipalities in Canada came under the Provincial Legislatures. As municipal government became more complex, trained men were appointed to give their whole time to the local administration of their provinces. Still later, in a few of the provinces, separate municipal departments under Ministers of Municipal Affairs have been established and found successful. In Quebec such a municipal department, begun in 1914, has worked with the municipalities to their mutual benefit.

A New Bureau of Municipal Research

Kansas City has recently established a Public Service Institute, with Walter Matscheck, who was formerly connected with the local Chamber of Commerce, as its director. The Institute is a citizen agency, and it purposes to give to the citizens of Kansas City facts about their municipal government, based on non-political and unbiased study and analysis made by specialists in the civic field. Efficient, economical and democratic government is the aim. Such bureaus of municipal research are already operating in twenty-one cities of the United States with varying success, and Kansas City is expecting good results.

Apparently the establishment of a Public Service Institute was timely. There is agitation afoot for a new charter, and accurate information will be valuable alike to public officials and to the citizens. "The Citizens League of Kansas City and Jackson County" and the "Chamber of Commerce of Kansas City" are two civic agencies already at work in that city.

Street-Lighting

The basic principles of street lighting, applying them to the actual conditions in Minneapolis, are included in the preliminary report prepared by the sub-committee on street lighting of the Committee on Municipal Affairs of the Minneapolis Civic and Commerce Association. The three principles are: (1) Efficient generation of light. This has been an accomplished fact in most cities for years, Baltimore claiming the honor of having the first illuminating gas street lights in the United States in 1821. (2) Efficient utilization of light. This means that light should be directed to the street and not allowed to escape in all directions. (3) Keeping the eye in an efficient condition for seeing, which means primarily the elimination of all "glare." These last two principles have only recently developed and few cities have planned their systems of lighting in accordance with them. This Committee proposes soon to make such recommendations for Minneapolis.

BOOK REVIEWS

Industrial Housing

Employers have generally come to recognize that better homes, and improved conditions of living for the workmen mean better work done and a higher type of citizenship. Acting on this belief many employers have built model villages to provide adequate housing facilities for their employees. Mr. William Phillips Comstock in his *Housing Book* (New York: William T. Comstock Co., 1919. 132 p. 613.5C73hb) describes the work of housing development by 11 large American corporations. The book con-

tains photographic reproductions, with floor plans of workmen's homes. These homes are of one- and two-family houses of frame, brick, concrete and stucco construction; also 4, 6, and 9-family apartments. A chapter is added on "Designs for Single and Double Houses of Moderate Cost" and another on "Small Concrete Houses." Since the tax exemption ordinance has gone into effect in New York City, with more building as a result, such a book as this will be useful to the prospective home-owner or to corporation managers.

The Survey of a School System

The Boise Survey (Yonkers, N. Y.: World Book Co., 1920. 290 p. 370.2B66cs) by Jesse B. Sears, is a concrete study in readable style of the school system of a city slightly over 20,000 in population. It should be of particular interest to school officials in cities from 10,000 to 50,000. Comparisons are constantly made with cities about the size of Boise. The utmost frankness is observed in showing weaknesses of the system, to convince the citizen that his help is needed in making Boise's schools the best. Emphasis is placed on the fact that the schools are intimately bound up with social, intellectual, religious and industrial life of the community.

Pensions

Pensions and the Principles of their Evaluation (St. Louis: C. V. Mosby Co., 1919. 702 p. 351.67L77) by Llewellyn J. Llewellyn and A. Bassett Jones, with a section on "Pensions in Relation to the Eye," by W. M. Beaumont, is a systematized attempt to formulate the principles that govern the evaluation of the disabilities of soldiers and workmen. It treats of pensions not only from the medical but also from the human and economic standpoint. This study includes a history of the pension movement from antiquity to the present, an extended discussion of different types of injuries and how they should

be evaluated, various tables of evaluation, including United States pension rates, and a comprehensive index with cross-references. Though an English work, the value of the bulk of facts is still great for American medical men, lawyers, employers, insurance men and National and State Workmen's Compensation Boards. It helps clarify the problem of industrial pensions.

Police Directory

Members of the Police Department: the Library wishes to call your attention to the first appearance of the *International Police, Detective, Sheriff, Constable and Identification Directory*, 1921 (General Efficiency Co., 1112 Market St., San Francisco, Cal. 343 p.). The Library will be glad to have you refer to the copy on our directory shelves. It is the intention of the publishers to continue this valuable directory as an annual. The arrangement of the contents is geographical, alphabetically by country, state and city, making it easily consulted. The main divisions are: Detective agencies; Chiefs of police; Marshals or constables; Sheriffs and county officers; Prisons; Identification bureaus, and Finger print experts. In each of the divisions the full names and addresses are entered and in the case of detective agencies the rates are given. The publishers have tried to list only firms and individuals of good reputation. An alphabetical index precedes the body of the text.

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Charters

New charter for Montreal. (Canadian Municipal Journal, April, 1921. p. 111.)

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CURTIS, Robert D. Standards and methods for health work among children of pre-school age. (Modern Medicine, April, 1921. p. 244-247.)

City Planning

CHICAGO. Plan Commission. A list of suggested new projects and of improvements in the making. 1921. 15 p. VF

CITY planning on the coast. (The Survey, April 30, 1921. p. 133-134.)

Civic Surveys

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WARRASSE, D. P. The co-operation movement in New York City. (Better Times, April, 1921. p. 19-20.)

Cost of Living

CONSUMERS' League of Cincinnati. A study of incomes and expenditures of 216 working women. (Woman's City Club of Cincinnati. Bulletin, April, 1921. p. 8-10.)

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Policewomen

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HANDLING New York's crowd on subway and elevated. (Interborough Bulletin, April, 1921. p. 4-7.)

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Street Railways

SERVICE-AT-COST results in Montreal. (Electric Railway Journal, April 23, 1921. p. 775.)

WILCOX, Delos F. Danger points in "service at cost" plans. (Canadian Municipal Journal, April, 1921. p. 121.)

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CITY Club of Chicago. Chicago's unemployment problem. (City Club Bulletin, April 4, 1921. p. 59.)

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NEW zoological gardens planned for city of Detroit. (Parks and Recreation, April, 1921. p. 241-242.)

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

25 May 1921

Number 39

Statistics of Employees

Commissioner Joseph J. Holwell, of the Mayor's Bureau of Weights and Measures, has compiled the statistics of the number of employees in all the city, county and borough departments of the City of New York. The total number employed by the city are 88,337. As it is to be expected, the largest number in any one department is in the Department of Education, with 26,432; Police Department has the next largest number, 11,847 while the Fire Department has 6,853. The least number are those in care of the Jumel Mansion — only four.

Departmental Reports

Minneapolis has published a departmental annual report in a new and unusual form. It comes from the office of the Chief Engineer of the Fire Department. On a sheet of lined paper, 21 by 16 inches, the facts concerning that Department are set forth in tabulated and columnar form. The information seems complete and it can be seen at a glance, as it is concise and simple. Another advantage is the elimination of the expense of printing. Certain it is that more people will casually glance over the information in such a report than the number who would peruse the ordinary printed book report, or even notice a few facts in the latter. The sheet can be folded and kept in the correspondence file or on the shelves in pamphlet box. It is our opinion that the typographical form could be improved, so that it would be even more easily readable at a glance.

What Other Cities are Doing

"Paris has purchased its subway system and at the same time entered into an agreement with the previous owner, the Compagnie du Metropolitain, to operate the system until 1955 on a minimum annual compensation of eleven and a half million francs with a bonus sufficient to interest the company in efficient management. All the employees likewise are given a bonus based on the returns of the passenger traffic. The city itself undertakes to develop the system on its own account." — "Survey."

Milwaukee is the first city in America to adopt a motor-cycle fire engine equipment. The speedy engine with eight extinguishers and its crew of two can reach a fire before the heavier apparatus.

Kalamazoo, Mich., has elected a charter revision commission which will probably submit a charter based on the mayor-alderman plan. The proposed charter will be submitted to the vote of the people. In the meantime, the city-manager form of government is still operating.

Johannesburg, South Africa, has decided to buy a garage and convert it into a municipal garage, at a cost of £40,000.

Sheffield, England, claims that it is the pioneer in the municipal milk supply undertaking. It was begun during the War and is successfully continued.

Calgary, Alberta. — Group insurance to the amount of \$1,500,000 has been taken out by the city of Calgary to cover their employees in case of death, sickness, accident, or any other cause. Calgary is at present the largest city in Canada providing this form of protection for their employees. A feature of the group plan is that many otherwise uninsurable persons are thus included.

Philadelphia is expecting to pave 60 miles of streets this year; one million to be paid out of current revenues, and five million obtained from a loan.

There were 2,739 municipalities of 2,500 or more inhabitants in the United States in 1920.

Columbus, Ohio, is considering the creation of a civic center. The City Hall burned down a few months ago.

A charter amendment providing for the acquisition of a municipal cement plant and gravel pits has been approved by the citizens of *Detroit*. The Commissioner of Public Works may, with the approval of the Common Council, establish plants for the manufacture of bricks, creosote blocks and vitrified rocks.

Seattle is considering the provision of a new boulevard which will extend south from a plaza near the railway station. The width will provide two roadways for motor traffic, and a middle section for street cars. The crossings will be overhead or underneath. This is a provision for a direct means of entering the city without adding to the down-town traffic congestion.

League of *Sacramento* Valley Municipalities has organized, and elected C. A. Bliss of Sacramento as president, and M. J. Desmond as secretary-treasurer.

Los Angeles has authorized the expenditure of two million dollars for building municipal docks on Terminal Island, a connecting road to Long Beach Channel and a draw-bridge to the Island from the mainland.

Stockton, Cal., is planning a new city hall of six or seven stories, the ground floor to house the public library.

In *Sacramento*, Cal., on May 3rd a council of nine was elected under the Hare system of proportional representation.

Two second-class cities of Pennsylvania, *Scranton* and *Pittsburgh*, are empowered by law to adopt a system of separate assessment on land and on improvements, making the heavier burden come on the land.

The City Council in *Boston* has begun a campaign for municipal ownership of gas or electric lighting plants, or both.

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Franchises

FEATURES of the new Paris franchise; earlier agreements, similar to American service-at-cost franchises, failed to stand war strain — new deal involves consolidation of properties, 4.9 per cent net return to investor guaranteed by the State and rewards to management and men based on increasing traffic and achieving economies. (Electric Railway Journal, May 7, 1921. p. 847-849.)

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Government, Municipal

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Hours of Labor

UNITED STATES. Women's Bureau. Some effects of legislation limiting hours of work for women. 1921. 26 p. (Bull. no. 15.) VF

Housing Problem

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Volume VII

1 June 1921

Number 40

WEST SIDE IMPROVEMENT

A Little History and the Present Situation

The problem of railroad tracks along the North River waterfront originated with the Act of Legislature of 1846, incorporating the Hudson River Railroad (now part of the New York Central system), and permitting, with the city's consent, the location of tracks on any street or avenue including or west of Eighth Avenue and Hudson Street. The presence of these railroad tracks under existing conditions has given rise to many serious problems. In the downtown district the operation of freight trains in the streets on the west side has increased traffic congestion and has been such a constant menace to life that Eleventh Avenue has been popularly called "Death Avenue." From 59th to 72nd Street, and for long stretches of waterfront northward, the public has been restricted in its access to the river. From 72nd Street to the Harlem Ship Canal there have been the additional objections of the operation of a railroad through Riverside and Fort Washington Parks, and the use of steam locomotives for freight transportation in residential districts. Finally, it has been evident that any plan for dealing with the situation must take into account the growing needs for improved freight handling and terminal facilities, to serve the business districts.

In 1906 the Legislature passed an enabling act which provided for the relocation of the tracks partly underground, but the administra-

tion of the law by the Rapid Transit Commissioners had no practical result. All recent plans for solving the problem have been based upon an enabling act passed by the Legislature in 1911 (ch. 777, Laws of 1911). This act authorized, but did not compel, an agreement between the railroad and the city for the removal of the tracks and the general improvement of freight transportation facilities on the West Side. On September 28, 1911, the railroad company filed plans for the proposed improvement, and on March 27, 1913, a report on these plans was made by the Committee on Terminal Improvements of the Board of Estimate and Apportionment. After public hearings had been held, the matter was referred to committee for further consideration. With the organization of a new Board of Estimate in 1914, the matter was taken up by its Committee on Port and Terminal Facilities, and after two years' exhaustive study, plans and profiles acceptable to both the railroad and the committee were agreed upon. The plans, as described in the committee's report of April 22, 1916, provide for the substitution of electricity for steam as the motive power, and a readjustment of track facilities on the West Side.

A strong public sentiment developed against these plans. At a meeting of the Board of Estimate and Apportionment the title of the Railroad Company to most of the land which it occupied, between 72nd Street and Spuyten Duyvil, was challenged. A taxpayer's action was begun to examine into the details of the proposed deal, and a temporary injunction was granted prohibiting action by the Board; meanwhile there was passed the so-called Ottinger Bill which took jurisdiction over the whole proposed settlement from the Board of Estimate and Apportionment, and gave it to the Public Service Commission.

In the Fall of 1918, a joint committee representing the Board of Estimate and Apportionment, and the Public Service Commission, failed to agree with the Railroad Company upon a new plan, and the matter has been in suspense ever since.

Subsequently, a new plan was suggested to bring the freight line of the New York Central Railroad along the north and east banks of the Harlem River to Randall's and Ward's Islands, which were to be united by bridges, and with the Bronx and also by tunnels with Manhattan and Long Island. The Dock Commissioner took up this plan and after elaborate studies, reported it to be practicable and recommended its reference to the New York and New Jersey Port Commission. This Commission incorporated the new plan into its recommendations and the Governor of the State of New York selected it for his special commendation. In the meantime, the Corporation Counsel had started an ejectment suit on behalf of the City against the Railroad company to test the latter's title to the land which it occupied, between 72nd Street

and Spuyten Duyvil; it was appreciated that no settlement of this west side problem could be made until the question of title was legally determined. The preparation on both sides was very thorough, involving the examination of titles to about eight miles of waterfront. The case was tried in the Supreme Court, and although the City succeeded in establishing its title to the land occupied by the Railroad Company, and showed that the company had acquired no title by adverse possession, the Court directed a verdict for the Railroad Company upon the ground that the Board of Aldermen had passed resolutions, recognizing the Railroad Company's possession, although it was admitted that the Sinking Fund Commission, and not the Board of Aldermen, controlled the City's real estate. An appeal is now pending from the judgment before the Appellate Division, after which, if the case is not taken to the Court of Appeals, the effort to effect a practical solution will doubtless be resumed.

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Volume VII

8 June 1921

Number 41

Bureau of Municipal Research

The Bureau of Municipal Research has ceased to exist, as it has been fused into a new corporation known as the National Institute of Public Administration. The Bureau, which was established in 1906, has been rendering service to municipal, county, state and federal governments in all phases of public administration. In 1911 they added to their Bureau a training school for civic executives, and it is this phase of the Bureau's activities which the new organization will emphasize. The National Institute plans to train men and women in the practical work of public administration. Luther Gulick heads the Institute as acting director, Clarence B. Smith, Jr., as manager and Raymond B. Fosdick as counsel. The names of men well-known in the fields of municipal finance, engineering, public health, city planning, etc., are listed as instructors, lecturers and consultants. An announcement of the courses for 1921-22 has just been issued and may be secured from their offices at 261 Broadway.

The last bulletin to be issued by the Bureau of Municipal Research is one entitled, "Quantity and cost budgets for clerical workers in New York City, April, 1921," by William E. Mosher. The budgets provided by the Bureau of Labor Statistics formed the basis for this study; these are supplemented by the prices of necessities of life in this City. This data has been carefully gathered to show what it costs to maintain an American standard of life on a minimum "health and decency level"

in New York City at the present time. It has been done with the municipal salary standardization in mind and it is hoped by the author it may make sound salary adjustments possible.

Comment on Toledo's Municipal Investigation

Mr. J. R. Cowell, Director of Public Service Bureau of the Toledo Chamber of Commerce, who made the recent investigation of municipal affairs, has kindly elucidated a few statements made in our resumé of that report printed in the "Notes" of May 11, 1921, that may have given the wrong impression. The two-platoon rather than the three-platoon system for the Division of Fire is endorsed by the Committee, and it is strongly urged that the ultimate fate of the three-platoon system be again referred to the people.

Mr. Cowell says that "the Report covered the operations of the last seven years and that the condition to which the Mayor called attention (see quotations from him) has only been the subject of any serious additional expenditures to the municipality since the beginning of the year. His statement, it is felt, does not excuse or explain the conditions to which the Report called attention."

BOOK REVIEWS

Cleveland Hospital and Health Survey

The Cleveland Hospital Council, which is a cooperative organization consisting of representatives of the boards of trustees of the public and private hospitals of the city, appointed a committee on October 1, 1919, to make a hospital and health survey of Cleveland. Malcolm L. McBride is Chairman. A staff of ten experts were responsible for the work of the survey, with Dr. Haven Emerson as Director, assisted by many others. They had the support and help of many of the local and national health organizations.

The work of the Survey extended over the months from October, 1919, to July, 1920, and the Report was submitted September 22, 1920. It has been printed in eleven paper-bound volumes and may be obtained in whole or by sections. The cost of the survey came within the amount (\$53,000) appropriated for the purpose by the Welfare Federation from the Community Chest of Cleveland.

The eleventh volume of the Report is devoted to detailed discussion of the methods followed by the Committee and this entire study, with such an analysis of method, may be most useful to other communities. In the same volume is cited the range of previous surveys; eighty such surveys have been made in thirty different states and two foreign countries. The most comprehensive ones were those of Pittsburgh, 1909-1914, the record of which was published in six volumes, and of Springfield Illinois. The North-

eastern Hospital Association made a study of the hospital facilities in an area of 4,000 square miles with a population of 2½ million in the North of England. This report appeared in 1919, and approximates the field covered by the Cleveland survey. The Cleveland Survey is more comprehensive and exhaustive; all the complex factors which influence the physical well being of a great city are considered.

"A Popular Summary" of this Survey has been published by the Committee covering the ten volumes of the Report thoroughly. From this and the volumes themselves we choose a few outstanding facts, but it is futile to attempt to review in any adequate fashion this notable study of health organization.

Part I, devoted to general environment and sanitation, draws attention to healthful climate, pure water supply, little congestion of population, poor sewage system, inadequate cleaning of streets and bad smoke nuisance. *Part II*, public health services and private agencies, shows a need for full time expert service in positions of health commissioner and chiefs, and for coordination of private health agencies through a strong local public health association. *Part III*, a programme for child health strongly urges the coordination of the Department of Public Training and that of Medical Inspection. The accomplishment in the prevention of Tuberculosis, in *Part IV*, is above the average for an American city, but more education is needed and more nurses and hospitals. Still greater is the need of education in the fight against venereal disease (*Part V*); the removal of discrimination against this disease by the

general hospitals is urged. *Part VI* commands special mention, as it presents one of the best programmes for mental hygiene ever recommended, as outlined by Dr. Salmon. Better records, standardization and more nurses are some of the needs in industrial medical service, the discussion of *Part VII*. Professional education and practice in medicine, dentistry and pharmacy (*Part VIII*) may be advanced by a reorganization of Western Reserve University, regulation of quacks and more schools for dentists. *Part IX* is devoted to the subject of nursing; by many it is thought to break new ground, in that it recommends radical changes in educational standards of nurses. A particularly exhaustive part of the work is *Part X*, on hospitals and dispensaries; detailed recommendations in organization and financing are included.

In conclusion we find the statement: "Ultimate success depends upon the individual soul,

civic pride, and spirit of cooperation, qualities which Cleveland has always manifested in a very large degree."

A Handbook for Architects

The New York Society of Architects have brought together in their *Yearbook, 1920-21*, a mass of information that will be welcomed by architects, contractors, builders and real estate men of the City. For some time copies of the Building Code of New York City and the Tenement House Law of the State have not been purchasable. These are incorporated in this new Yearbook, together with the Building Zone Resolution, the Plumbing drainage rules and regulations, and the Board of Standards and Appeals rules. There is a list of architects of the State, and of the City, — the latter arranged by boroughs.

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Volume VII

15 June 1921

Number 42

Buffalo Plan of Teaching Community Civics

"Buffalo, America's Gateway to and from the Great Northwest" (formerly a reprint of the civic section of the Buffalo City Directory of 1919) has been enlarged and published as a Yearbook of 190 pages. Part Six is devoted to a description of the civic government as contained in articles written by the Mayor and heads of departments of the municipal government. The previous sections of the Yearbook pertain to the industrial and financial conditions of the City, and the last section is devoted to the educational institutions. The business interests, as represented by the Chamber of Commerce, the schools, the library and the city government, have worked together to this end.

A continuation of this method of teaching civics in the schools is a plan to supplement the textbook by a series of motion pictures which will depict the detailed working of the municipal government. They will show, for example, how the city is policed and protected from fire, the care taken for the health of the people; the industries, the banking institutions, grain elevators and other activities. These pictures will be used in the schools. It is indeed a splendid undertaking in community civics and should be a great help in awakening a civic consciousness in Buffalo.

New Sources of City Revenue

In Boston a committee was appointed by the Mayor in January, 1920, to study the problem of new sources of city revenue and possible methods of economy; the final report of the committee was submitted on March 21, 1921. The principles upon which their recommendations were made may be suggestive to similar municipal committees. These were: "first, that the present tax base should be widened so as to relieve real estate and spread the burden of taxation more evenly over the entire community, and second, that those classes of occupations and business which make use of public facilities and require special police and fire protection, improved highways or other special services, should contribute their share of the expenses necessary for furnishing such services. In carrying out the latter principle, the committee has recommended an increase in a number of licenses and permit fees and the adoption of certain new licenses, the establishment of an excise upon amusements and a reapportionment of a part of the state motor vehicle fees; while a tax upon retail sales has been suggested as the most practicable method of broadening the incidence of taxation and affording relief to real estate." It is estimated that if such recommendations were carried into effect the city would have an additional annual income of \$5,250,000. The retail sales tax is discussed at some length, the advantages and objections stated and the conclusion reached that the municipal and not the national government should have the revenue from this form of tax.

BOOK REVIEWS

The Empire Municipal Directory

The 39th annual issue of the *Empire Municipal Directory* (London: Sanitary Publishing Co., 1921. 273 p. 305Em7) deserves a hearty welcome as it gives the latest corrected lists of officials of the municipal corporations and county, urban, and rural district councils in Great Britain and Ireland, and the overseas dominions.

The special articles on road construction and materials, engineering and building construction, on lighting, heating and ventilation, municipal motor vehicles, water purification, sewage disposal, sanitation, public health, waste utilization, fire prevention and housing, and town planning constitute not only a review of progress made in these fields of municipal administration throughout the Empire, but also a concise description of the approved methods in use at the present time.

Naturalization

A useful guide for the individual who wishes to become an American citizen has been compiled by Mr. Calvert Wilson and entitled *Naturalization Laws of the United States* (Los Angeles, Cal.: published by the author, 1921. 80 p.

VF). It includes all naturalization regulations, the Declaration of Independence, the Constitution and a short history of the United States. An especially good feature is a list of questions generally asked on examination of applicants for naturalization, with answers.

Notaries

Both lawyers and laymen will be interested in the new edition of *A Practical Guide for Notaries Public and Commissioners of Deeds* (New York: Cooper Pub Co., 121 East 11th St., 1921. 104 p. 347.96Sc9). The manual is written by Eugene B. Schwartz, who as Chief Clerk of the Notarial and Certificate Department of the County Clerk of New York gathered its material together from numerous statute books. It has been prepared at the request of the County Clerk. It briefly outlines the powers, duties and liabilities of notaries and commissioners of deeds and shows the form to be used in drawing the various papers which come within their practice. Where the form varies, that required by each state is given. There is also information upon points involved in foreign practice. The book is generally useful and its source a guarantee of reliability.

Sanitary Entomology

Sanitary Entomology, edited by Dwight Pierce (Boston: Badger, 1921. 518 p. 614.43P61) is a book admirably suited for the expert sanitarian and public health official, and can be profitably read by all members of the medical profession, especially the physician who is in general family practice. He will find this volume refreshing because it is based on experience and careful study, and correlates many accepted theories of insect disease transmission in a comprehensible style. It is not an exhaustive treatise; in fact, if fault there be, it is a little too condensed. The index is good and the tabulation of disease and insect transmission is a valuable addition.

Americanization

"If Bolshevism and I. W. W.-ism are to be successfully combated, America needs a programme of enlightenment, an army of volunteer workers, a wide-awake press, and a zeal for American democracy." With these aims in view Mr. Peter Roberts in his *The Problem of Americanization* (New York: Macmillan, 1920. 246 p. 354R54) has submitted a programme and plan of operation and has outlined how men and women may be trained to do the work of Americanizing the immigrant. He has constantly emphasized the goal toward which every Americanization worker should strive—the conversion of the alien into a patriotic American citizen. A brief list of references is appended to each chapter.

Aviation

Through the courtesy of the Norman W. Henley Publishing Co., the Library has received a copy of Captain Victor W. Page's *The ABC of Aviation* (1919. 274 p. 629.13P15). This work is a complete practical treatise on the elements of aeronautical engineering, with simple explanations on the theory of flight, aerodynamics and the principles underlying the action of balloons and aeroplanes of all types. It is not intended as a treatise for the airplane engineer or designer, but rather for instruction work either in home study or class room use. A useful glossary of airplane terms is appended. A complete index and 130 carefully drawn diagrams add to its value as a reference work and text book.

Civics for New Americans

Miss Anna A. Plass, in her *Civics for Americans in the making* (New York: D. C. Heath & Co. 187 p. 354P69) has embodied the experience of years in teaching the principles of our government to foreign classes. A limited vocabulary is used in presenting the subject, technical words are introduced slowly and have been gradually developed in the progress of the work. Topics are arranged for the most part on a single page in order that the subject matter can be more readily grasped. The last 60 pages are devoted to a vocabulary with translations into Italian, German, Swedish, French, Polish, Greek and Yiddish.

MONTHLY LIST OF NEW YORK CITY PUBLICATIONS

No. 65

Board of Aldermen. Approved papers for the periods ended May 7 and June 11, 1921. no. 193-348. (City Record. May 7, June 11, 1921. p. 2833-2838, 3613-3619.)

— Approved papers for the periods ended Feb. 26, April 2, May 7, 1921. no. 1-263, inclusive. **AL2.16a**

— Calendar for May, 10, 17, 24, 31, June 7, 1921. no. 56-60. **AL2.15**

— Proceedings of meetings held May 10, 17, 24, 31, June 7, 1921. (City Record. May 12, 19, 26, June 2, 9, 1921. p. 2969-2981, 3117-3126, 3261-3274, 3425-3437, 3565-3578.)

— Proceedings of meetings held May 3, 10, 17, 24, 31, 1921. p. 137-372. **AL2.16**

— Proceedings, 1920. 4 v. **AL2.16**

Department of Public Charities. Annual report for the year 1919. **C37.01**

Board of City Record. The City Record. v. 49, no. 14579-14603. May 2-31, 1921.

— Index to City Record. v. 49, no. 14553-14578. April 1-30, 1921.
With City Record of May 21, 1921.

— Report of the Supervisor of the City Record for the years 1919-1920. **C51.01**

Municipal Civil Service Commission. Employees' service ratings; instructions and suggestions to rating officers and to employees, with forms. 1921. 8 p. **C56.43e**

— Minutes of meetings held Nov. 3, 6, 8, 10, 15, 17, 19 and 22, 24, Dec. 1, 3, 6, 8, 10, 11, 15, 17, 20, 21, 22, 27, 28, 29, 31, 1920. (City Record. May 9, 10, 11, 13, 17, 18, 20, 1921. p. 2859-2861, 2890-2893, 2951-2953, 3001-3002, 3052-3058, 3106, 3146-3148.)

— Regulation 13 of the General Regulations, amendments to Feb. 16, 1920; service records. 1920. 8 p. **C56.42r**

Board of Education. Bulletin of High Points. v. 3, no. 5. May, 1921.

Ed8.04hp

— General apparatus and supplies for the Department of Chemistry, Physics, Biology and Physiography, authorized to be used in the day and evening high schools... 1921. 23 p. **Ed9.55s**

— Special and general supplies authorized to be used in the day and evening high schools and day and evening elementary schools, 1921. **Ed9.55s**

— Journal for April 13, and 27, 1921. p. 507-653. **Ed8.16**

— School library bulletin. v. 14, no. 9. June, 1921. **Ed8.24**

Department of Education. Minutes of the Board of Superintendents. Jan. 17, 18, 21, 24, 28, Feb. 4, 8, 11, 15, 18, 1921. p. 29-128. **Ed9.82Su7**

— Minutes of the Board of Superintendents, 1919. **Ed9.82Su7**

Board of Estimate and Apportionment. Building zone amendments. no. 100-109. Adopted July 30, Aug. 6, Sept. 24, Nov. 12, 1920, Jan. 14, 21, 28, 1921. Each 1 sheet. **Es8.16r**

no. 100. Use district map, section no. 1, easterly side of Jerome Avenue, from Bedford Park boulevard to Cortlandt Avenue East, East 204th Street and 205th Street from Jerome Avenue to Grand Boulevard and Concourse, Villa Avenue, from Bedford Park Boulevard to Van Cortlandt Avenue East, Borough of The Bronx.

no. 101. Use district map, section no. 14, Jamaica Avenue, Montauk Division of Long Island Rail Road, Hillside Avenue, North Curtis Avenue, Metropolitan Avenue, Long Island Rail Road, Maure Avenue, Ridgewood Avenue and North Curtis Avenue, Borough of Queens.

no. 102. Use district map, section no. 14, Northerly side of Jamaica Avenue, between the main line of Long Island Rail Road, and... easterly line of North Morris Avenue, Borough of Queens.

no. 103. Use district map, sections nos. 1 and 3, westerly side of Bailey Avenue from West 192nd Street to Kingsbridge Road, Borough of The Bronx.

no. 104. Use district map, section no. 22, 20th Avenue from southerly line of 76th Street to northerly line of 85th Street, Borough of Brooklyn.

no. 105. Use district map, section no. 16, Union Street from east of Columbia Street to west of Hicks Street, Borough of Brooklyn.

no. 106. Use district map, section no. 1, Easterly side of Webster Avenue between plaza at East 210th Street and southerly line of East 209th Street, immediately west of Parkside Place, Borough of The Bronx.

no. 107. Use district map, section no. 18, change from an "E" to a "D" district Suwanee Avenue, Cedar Avenue and north of Rockaway Boulevard, Borough of Queens.

no. 108. Use district map, section no. 17, Sterling Street, east of Rogers Avenue, west of Nostrand Avenue, Borough of Brooklyn.

no. 109. Use district map, section no. 13, Herbert Street from Broad Street to a line 250 feet easterly therefrom, Borough of Queens.

— Calendar for May 13, 20, 27, June 3, 10, 1921. no. 38-42. **Es8.15**

— Minutes of meetings held April 8, 15, *18, 22, 29, May 6, 1921. (City Record. May 11, 18, 24, 28, June 8, 1921. p. 2906-2951, 3070-3102, 3198-3226, 3310-3379, 3526-3550.)

* April 18, special meeting.

— Minutes of meetings held March 14, 18, 19, 23, April 1, 8, 1921. p. 1489-2088. **Es8.16**

— Resolutions relating to franchises and revocable privileges made pursuant to the provision of chapters, 629, 630 and 631 of the laws of 1905, and chapter 467 of the laws of 1914, approved by the Mayor, 1920. **Es8F.31r**

Department of Finance. Constitutional provisions, legal enactments and court decisions determining New York City's debt within the debt limit, also statements of the constitutional debt-incurring power of the city as of Jan. 1, 1921 and March 1, 1921. • 1921. 22 p. **F49.13de**

— Report of the Comptroller [annual], 1920. **F49.01**

Department of Health. Annual report for the calendar year 1919. **H34.01**

— Food and Drug Bulletin. v. 3, no. 5. May, 1921. **H34.24d**

— Monthly Bulletin. v. 11, no. 4-5. April, May, 1921. **H34.24m**

— School Health News. v. 7, no. 5. May, 1921. **H34.24s**

— Staff News. v. 9, no. 6. June, 1921. **H34.24st**

— Weekly Bulletin. n. s., v. 10, no. 20-24. May 14, 21, 28, June 4, 11, 1921. **H34.25**

Law Department. Annual report for the year ended Dec. 31, 1920. **L41.01**

Department of Parks. [Monthly reports] of the New York Meteorological Observatory. Jan., Feb., 1921. p. 5-24. **P22.71m**

— New York Meteorological Observatory. Annual tables, daily and hourly for the year 1920. **P22.71m**

— Ordinances, rules and regulations. 1921. 30 p. **P22.42**

Parole Commission. Annual report, 1919. **P25.01**

Department of Plant and Structures. Reports for the year 1917 and 1918. **P69.01**

Examining Board of Plumbers. Report for quarter ended March 31, 1921. (City Record. May 26, 1921. p. 3280.)

Commissioners of the Sinking Fund. Calendar for May 12, 26, June 9, 1921. no. 10-12, meeting no. 15-17. **Si6.15**

Also supplemental calendars for meetings nos. 16 and 17, May 26, and June 9, 1921.

— Index to proceedings, 1920. **Si6.16**

— Proceedings of the meetings held April 28, May 12, 20, 1921. (City Record. May 10, 21, 28, 1921. p. 2873-2885, 3157-3166, 3383.)

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Bronx Borough. President. Annual reports, 1918, 1919. **5P92.01**

Richmond Borough. President. Annual report, 1919.

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- Facts for the public. 1921. 47 p., illus. **XN51f**
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- New York Zoological Society.** Zoological Society Bulletin. v. 24, no. 3. May, 1921. **XN53z**
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- Reports of decisions covering the period from Nov. 1, 1920, to Nov. 30, 1920. v. 11, no. 11.
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- Transit Commission.** Transit Commission Record. v. 8, no. 5. May, 1921.
- Transit Construction Commissioner.** Report to the Board of Estimate and Apportionment and to the Comptroller of the City of New York on analysis of contracts for rapid transit construction involving expenditure of city funds from 1913 to 1920, inclusive, together with market prices for labor, materials, etc. 1920. 180 p.

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Chap. 2. School organization, supervision, and finance.

Chap. 3. A school building program for Wilmington.

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352.05
N533m

MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly, except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

22 June 1921

Number 43

CURRENT CIVIC LITERATURE

Assessments

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(Continued on page 204)

VISUAL INSTRUCTION

Cities	Are you using motion pictures in any way in your educational system?	Are they used in school assemblies, parents' meetings, or teachers' meetings?	Are the films used partly diversional as well as instructive?	Used in class-room work? If so, what subjects? What curriculum subjects do you feel are best suited?
Boston.....	Yes	School Centers	Largely diversional	-----
Chicago.....	Yes	School assemblies, Parents' meetings	Yes	Used in all schools and grades in geography, history, literature and science
Cleveland.....	Yes	School assemblies	Yes	Not very extensively, mostly in geography
Denver.....	Yes	Yes	Yes	No
Detroit.....	Yes	Yes	Yes	Not extensively. Hope to do so.
Duluth.....	Yes	Yes	Yes	No
Elizabeth, N. J.....	Yes	School assemblies and Parents' meetings	Yes	-----
Eric, Pa.....	No	-----	-----	-----
Grand Rapids, Mich.....	Yes	School centers	Yes	-----
Indianapolis, Ind.....	Yes	Yes	-----	Films best suited to history, geography and civics
Kansas City.....	Yes	Yes	Yes	Yes, particularly in science
Lynn, Mass.....	Yes	-----	Educational	In Three grammar schools
New Haven, Conn.....	Yes	Yes	Yes	No
New York.....	Yes	Yes	Yes	Yes. Elem. schools in geography, physical training, literature, High schools, biology, physical training
Newark, N. J.....	Yes	Yes	Both	Yes. History, civics, hygiene and literature best suited
Norfolk, Va.....	Yes	Yes	Instructive	-----
Omaha.....	Somewhat	Yes	Yes	Best suited to geography, history and agriculture
Paterson, N. J.....	Yes	Yes	Yes	Yes. In history, geography and literature
Philadelphia.....	Yes	Yes	Yes	Groups of classes
Pittsburgh, Pa.....	Yes	Yes	Mostly instructive	Upper grades and high school. Best suited to geography and science
Providence, R. I.....	Yes	School assemblies and Parents' meetings	Yes	Grammar grades, in nature study, geography and civics
Richmond, Va.....	Yes	Yes	Yes	Yes. Geography and science
St. Paul, Minn.....	Yes	-----	-----	High schools
Salt Lake City.....	No	-----	-----	-----
San Antonio, Tex.....	Yes	School assemblies	Yes	No
San Francisco.....	Yes	School assemblies	Instructive	Grammar grades in history, civics, geography, literature and nature study
Schenectady, N. Y.....	Yes	School assemblies and community gatherings	Yes	Grammar grades
Spokane, Wash.....	Yes	Assemblies and parents' meetings	Yes	Somewhat
Springfield, Mass.....	Yes	Yes	Yes	Somewhat. Science
Syracuse.....	Yes	School assemblies	No	Yes. Upper grades, geography and history
Tacoma, Wash.....	Yes	Yes	Yes	Grammar grades in geography, history and English
Washington, D. C.....	Yes	Yes	Yes	Grade schools
Wilmington, Del.....	No	-----	-----	-----
Worcester, Mass.....	Yes	School assemblies	-----	No

* The result of a questionnaire on the use of motion pictures in the schools of various cities has been arranged in columnar form for reference. As far as we know, this is the first attempt made to gather such

IN PUBLIC SCHOOLS*

How is work directed? Through a separate department or bureau of visual instruction?	Is there a special appropriation for this kind of work? How much? Have you a plan for developing visual education in your system?	If not, how is the expense met?	Do you buy your films or rent them?	What are the chief sources of supply of films that you use?
Dept. of extended Use of Schools School Extension Bureau	----- Small appropriation. Plan in process	From the appropriation of The Dept. of Extended Use of schools -----	Rent Both	Community Motion Picture Bureau Industrial and general distributors
Department being organized	No	General expense budget	Rent	Educational museum of public schools and local exchanges
Principal of school	No	Funds raised by entertainment -----	Rent and borrow Rent	Industrial and government Universities, exchanges, Industrials
Dept. of Visual Instruction	Small appropriation. Yes	Admission charges	Rent	Edison
Public Recreational Dept. Principals	Small appropriation No	Individual schools	Rent	Pathe and Community
-----	Planning to use films	-----	-----	-----
-----	Small appropriation for visual instruction	-----	Rent	-----
Department of Visual Instruction Special Department	No Yes	From general expense fund Expenses largely met by admissions -----	Rent Rent	Pathe and others Film exchanges
-----	-----	-----	-----	-----
Principals of schools	No	-----	Rent and borrow	Industrials
Dept. of Visual Instruction	Yes	-----	Rent	Industrials, Motion Picture Producers
Dept. of Visual Instruction	Yes. Yes	-----	Buy and rent	Many Sources
Principals of Individual schools	No	By school, and by School and home league	Buy	-----
-----	No. No plan	Funds raised by entertainment -----	-----	-----
Principals of schools	No. No	Funds raised by entertainment and parents' associations -----	-----	-----
Principals of schools	No. No	Funds raised by school General fund	Rent and borrow Rent	Industrials—Phil. Commercial Museum and film exchanges United Projector Film Co.
Dept. of Nature study and school gardens	No	Funds raised by schools	Rent	-----
Principals of schools	No	Funds raised by schools	Buy and rent	Various sources
Assistant superintendent	No	-----	-----	-----
-----	-----	-----	-----	-----
Principals of schools	No	Funds raised by schools	Rent	State University and local exchanges
Bureau of Visual Education	Indefinite. Have plan	-----	Rent	State University and Industrials
Principals of schools	Yes	-----	Rent and borrow	Industrials
Principals of schools	Plan to use more extensively	Funds raised by schools	Rent	Industrials
Principals of schools	No. No plan	-----	Rent	-----
Principals of schools	Yes	-----	-----	State educational department
Superintendent and principals	No. No plan	Funds raised by schools	Rent	-----
Principals of schools	No. No plan	Funds raised by schools	Buy	-----
-----	No	-----	-----	-----
-----	-----	-----	-----	-----
Principal of school	-----	-----	-----	-----

information, and this preliminary report, presented in the briefest way, offers facts for comparison and shows progress made in visual instruction in the public schools of the more important cities.

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Public Works

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Street Railways

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YOUR summer vacation — voluntary or enforced? an emergency message to Chamber of Commerce directors. (Community Leadership, June, 1921. p. 1.)

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Volume VII

29 June 1921

Number 44

New York City Waste Disposal Committee

The City Waste Disposal Committee, John Kenlon, Chairman, which was named by the Board of Estimate and Apportionment on July 28, 1920, has presented its report, dated June 1, 1921. Its chief value lies in the recommendations made for certain general principles for the City to follow in its waste disposal problem. Complete municipal control and operation is advocated. Legislation is desired to amend Section 955 of the Charter so as to permit the City to fill in lands laid out for street purposes, and for other lands that need to be improved; ashes entirely free from rubbish, garbage or street sweepings are to be used for filling such city owned lands.

A reduction plant is proposed for the final disposal of dead animals and offal, and reclamation stations should be established for burning the rubbish after the more valuable materials have been picked from it; all street sweepings should also be burned.

The Committee while still carrying on experiments for the disposal of garbage, has not yet reached a conclusion as to the best method. They believe complete incineration of all waste products is out of the question. The present status of reduction plants in other cities causes

them to consider that method deliberately. The continuance of dumping at sea the garbage is recommended for the present.

Separate collection is strongly advocated, and a more strict enforcement of ordinances which require separation of all wastes is desirable. The Committee has wisely recommended only the general policy to be pursued, and all details are left for the Department of Street Cleaning to determine. They have considered the safeguarding of public health as the greatest essential, and the reduction of cost, or possible profits as secondary.

The Library has also recently received the Report on the "Disposal of City Wastes in Baltimore" by the Department of Public Improvements dated April 9, 1921. This report likewise restricts itself to general recommendations and asserts the same primary principle of sanitation. The Department believes the disposal should be entirely a municipal affair and not let out by contract.

The recommendations made are almost identical with methods proposed by the New York City Committee, except that in regard to the disposal of garbage the reduction method is definitely decided upon as the best for Baltimore; the garbage is to be removed quickly to relay stations and thence to a central reduction plant.

BOOK REVIEWS

Port of New York Annual

Last year Smith's Port Publishing Company of 4 and 5 South Street, New York City began the publication of the *Port of New York Annual*, a most useful reference book. The Library has now received the second Port of New York Annual, 1920, again compiled and edited by Alexander R. Smith. This edition has increased in size and has additional features, among them, a series of studies made by T. W. Cleworth on Foreign Trade of United States ports, Grain elevator facilities, Dumping of tide water coal, Analysis of cost of loading and discharging cargo freight, Fuel oil storage, and How vessels spend their time in North Atlantic ports. All river and harbor improvements at the port of New York, the water fronts of all boroughs of the city as well as those of the New Jersey cities are described, construction of the Vehicular Tunnel is adequately discussed and the proposed plans of New York, New Jersey Port Development Commission, the Dock Department, anchorage grounds, piers and canals are included. Such an annual readily shows the importance of the port of New York and makes available historical and up-to-date information concerning all things marine. Many illustrations, maps and

charts add to its usefulness as a reference book. A Trade Index of marine businesses is appended.

Citizenship Dramatized

Civic teachers will undoubtedly welcome the publication of a little book, *Citizenship Dramatized* (New York: Henry Holt and Co., 1921. 188 p. 354M24) which has resulted from the successfully used method of teaching government in the Melrose (Mass.) high school. The authors, George A. McPheters, instructor of civics in Melrose High School, Grace J. A. Cleveland, President of Melrose League of Women Voters, assisted by Stella W. Jones, "have endeavored to present the essential facts of citizenship through a series of demonstrations or plays that will instruct and at the same time entertain." It is hoped that they will "excite the curiosity of the individual pupil and thus lead him to investigate the subject himself."

Town, county, city, state and federal government are illustrated by mock elections, trials, sessions and hearings; for example, for city government, an election of city officials is carried on by the pupils, followed by a meeting of the Board of Aldermen, including all the main features of such a session.

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HILL, Charles H. Grade separation in Cleveland, Ohio; authority reserved to city to order grade separation by track depression. (American City, June, 1921. p. 564-565.)

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During July and August the "Notes" are not published. This issue completes Volume VII. The first number of Volume VIII will appear September 1, 1921.

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Volume ~~VIII~~ VII

14 September 1921

Number 45

Courses for City Employees

The College of the City of New York, in cooperation with the Board of Education, is again offering courses for the municipal employees. These courses are held in the Municipal Building, in the evening from 5.15 to 7.10; or municipal employees may attend classes at the Evening Session of the College, or those conducted by the Board of Education in the high schools. Business subjects such as book-keeping, stenography, business English, algebra, commercial law and accounting are offered. The elementary courses are free to city employees; a reduced fee for the advanced courses is charged. College classes begin September 26, and high school classes on September 19th. Registration began on Sept. 7th, in Room 2210; the hours are 4.15 to 7 p. m. Further information may be secured from Mr. C. H. Teeter in Room 2210 or from Professor Frederick B. Robinson, Director of the Evening Session at the College.

Columbia University offers this year a comprehensive course on City Planning and Civic Art, that may be of interest to municipal employees. It begins on October 5th. Field work is to be an important part of the course, and drafting room work will consist of the development of sketches illustrative of principles learned in the class-room.

Port of New York Authority

Recently President Harding signed the resolution passed by Congress approving the treaty between the States of New York and New Jersey which created the Port of New York District and established the Port of New York Authority. The six commissioners of this Port Authority have a tremendous task before them. They have already presented a comprehensive report which contains suggestions for immediate relief and constructive plans for reorganization and development of transportation facilities, and it now devolves upon them to convince the public, the railroad executives, and the officials of one hundred and five municipalities within this Port District that the suggestions are feasible and desirable, and secure their help.

One method of publicity being used by the Port Authority, is the distribution of a motion picture which has been prepared to illustrate the recommendations made by the Commission. In this film the present rail and pier facilities are visualized and the constructive remedies are then illustrated by comparison. An episode in cartoon form of the adventure of Mr. Potato on his trip from Lawton, Mich., to Mr. Retailer in The Bronx, shows that the potato travels 1,400 miles for 21¢, while the seven miles within the port district cost .47¢. This picture is available for release to chambers of commerce, boards of trade, educational societies, business or political organizations, or to any group of citizens; request should be made to the Offices of the Port Authority, 11 Broadway, New York City.

A Municipal Employment Bureau

A new committee has been appointed by Mayor Hylan which has as its special responsibility giving assistance to the unemployed, planning a programme of relief for the present conditions of unemployment, and evolving a possible solution for the future. The Mayor's Committee on Unemployment consists of three members: Bird S. Coler, Commissioner of Public Welfare, serving as chairman; William F. Keegan, State Vice-Commander of the American Legion, and John Sullivan, President of Central Trades and Labor Council. The Committee reported to the Board of Estimate and Apportionment on September 7th, and suggested the establishment of an Industrial Aid Bureau which will have the powers of an employment office. Appropriations were granted for this purpose.

Mr. Louis H. Sullivan will act as director (without compensation) of the Industrial Aid Bureau which plans on opening its office on Monday, September 19th, at the corner of Worth and Center Streets, to provide employment for those seeking it. Cooperation of all agencies in the city has been sought through the advisory committee appointed by the Mayor; this is a large committee representative of the civic, religious, labor, and relief organizations in the City.

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CHICAGO. Committee on Local Transportation. Investigation of transportation services in western cities, March 4-26, 1921. 1921. 9 p. VF

Valuation, Railroads

UNITED STATES. President. Federal valuation of the railroads in the United States, Presidents' Conference Committee; statement, prepared by Frederick H. Lee, Secretary, of the developments in connection with federal valuation as of July 20, 1921. 1921. 6 p., table. VF

Visual Instruction

SOUTH CAROLINA. University. Extension Department. Visual instruction in South Carolina, by B. A. Holway. 1920. 19 p., illus. (Motion picture bull. no. 1.) VF

Wages

UNITED STATES. Women's Bureau. Women's wages in Kansas. 1921. 104 p., tables, diagra. (Bull. no. 17.) 331.2K2

Water Purification

GREENFIELD, R. E. Hydrogen ion concentration and its application to water purification. (Journal of the American Water Works Association. July, 1921. p. 397-401.)

SMITH, Otto M. Silicic acid, its influence and removal in water purification; thesis submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy in chemistry in the graduate school of the University of Illinois, 1919. 1921. 46 p., illus., diagra. 628.18Sm6

Water Supply

HALE, Frank E. The development of the sanitary safeguards of the New York City water supply and its relation to typhoid fever and other diseases. (Municipal Engineers Journal. Second quarterly issue. p. 30-65. illus., maps.)

Water Works

JOHNSON, George A. The romance of water storage. (Journal of the American Water Works Association July, 1921. p. 291-320.)

ROOS, C. M. Operating a water plant under state supervision. (Journal of the American Water Works Association, July, 1921. p. 337-355.)

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PUBLISHED weekly except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$2.00 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

21 September 1921

Number 46

What Other Cities are Doing

The various departments and institutions of the City of *St. Louis* are to have a Municipal Exhibit which will be displayed in the St. Louis Public Library from October 1st to November 15th. The functions of a great city, the results of its work, and the methods used will be shown.

Des Moines, Iowa, opened its Municipal Observatory on August 1. It is said to be the only municipal observatory in the world.

The *Philadelphia* city council has declined to approve the Mayor's plan for city-wide municipal street cleaning to begin October 1st.

Portsmouth, Va., has established a municipal bureau of standards which is charged with seeing that the public is given accurate weights and measures by local merchants.

Chicago has, after nine months' delay, passed the ordinance which creates fifty wards in the city; this cuts down the size of the Council from 70 members to 50 and equalizes the size of the wards.

The City Council of *Toledo* has before it for consideration an ordinance to appropriate funds for the preparation of a zoning plan in accordance with the recommendations of the city plan commission.

The city's housing commission of *Winnipeg*, Manitoba, has started its 1921 operations and accumulated a fund of \$570,000 for loans, applications for which are coming in at the rate of four or five a day. Last year the commission financed the building of 153 houses, the cost of which aggregated \$612,000.

The City Manager Association states that reports indicate that the present number of municipalities operating under, or pledged to, the city-manager plan is as follows:

United States	- - -	By charter, 177; by ordinance, 67; total, 244
Canada	- - -	By charter, 5; by ordinance, 1; total, 6
		182 68 250

MONTHLY LIST OF NEW YORK CITY PUBLICATIONS

No. 66

Board of Aldermen. Approved papers for the periods ended June 25, July 23, 1921. no. 349-505. (City Record. June 25, July 23, 1921. p. 4001-4005, 4657-4666.)

— Approved papers for the periods ended June 11, 25, July 23, 1921. no. 264-505. **AL2.16a**

Calendar for June 14, 21, 28, July 12, Oct. 11, 1921. no. 61-65. **AL2.15**

— Proceedings of meetings held June 14, 21, 28, July 12, Aug. 26, 1921. (City Record. June 16, 23, 30, July 14, Aug. 27, 1921. p. 3757-3766, 3929-3948, 4125-4141, 4453-4471, 5333-5334.)

— Proceedings of meetings held June 7, 14, 21, 28, July 12, 1921. p. 373-606; 1-72. **AL2.16**

Art Commission. Annual reports for the years 1919 and 1920. **Ar8.01**

— Catalogue of the works of art belonging to the City of New York. v. 2, 1920. 113 p., illus., plates. **Ar8.65c**

Bellevue and Allied Hospitals. Eighteenth annual report, Jan. 1, 1919, to Dec. 31, 1919. **B41.01**

Board of City Record. The City Record. v. 49, no. 14604-14681. June 1-30, July 1-30, Aug. 1-31, 1921.

— City Record civil list supplement. Jan.-June, 1921. 406 p.

— Index to City Record. v. 49, no. 14604-14654. June 1-30, July 1-30, 1921. With City Record of July 19, Aug. 15, 1921.

Children's Court. Annual report, 1919. **C85.01**

Municipal Civil Service Commission. Minutes of meetings held Jan. 12, 14, 19, 24, 26, 28, 31, Feb. 2, 9, 10, 11, 16, 17, 24, March, 2, 9, 10, 11, 14, 16, 17, 19, 23, 28, 30, April 1, 4, 6, 7, 8, 9, 11, 12, 13, 14, 15, 18, 20, 21, 22, 1921. (City Record. June 21, 24, 28, July 7, 12, 13, 15, 30, Aug. 1, 1921. p. 3845-3849, 3979-3980, 4042-4049, 4275-4279, 4356-4358, 4440-4442, 4489-4490, 4763-4766, 4778-4781.)

Department of Docks. Forty-ninth annual report for the year ending Dec. 31, 1920. 2 parts. **D65.01**

— Report for quarter ended June 30, 1921. (City Record. Aug. 8, 1921. p. 4962-4963.)

Board of Education. Bulletin of High Points. v. 3, no. 6. June, 1921. **Ed8.04hp**

— Journal for May 10, 18, 25, June 1, 8, 1921. p. 655-945. **Ed8.16**

Department of Education. Minutes of the Board of Superintendents, 1920. **Ed9.82Su7**

— Minutes of the Board of Superintendents for Feb. 25, March 4, 11, 15, 18, April 1, 8, 15, 22, 28, 29, May 5, 6, 13, 20, 27, 31, June 3, 8, 1921. p. 129-360. **Ed9.82Su7**

— Twenty-first and twenty-second annual reports of the Superintendent of Schools, 1918-20. Reports on high schools. **Ed9.71Su7**

Board of Elections. List of enrolled voters. Transcript of the enrollment books for the enrollment of 1920. 1920. 2 v.

v. 1. Manhattan and The Bronx.

v. 2. Brooklyn, Queens and Richmond.

Board of Estimate and Apportionment. Calendar for June 17, 24, July 1, 8, 15, 19, 29, Aug. 2, 12, 1921. no. 43-51. **Es8.15**

Supplemental calendars for June 24, July 8, 29, 1921. no. 44a, 46a, 49a.

— Departmental estimates for budget of 1922 — Part I. (City Record. Supplement. Aug. 31, 1921.)

— Minutes for Oct. 1 to Nov. 12, 1920. v. 6. p. 5227-6138. **Es8.16**

— Minutes of meetings held April 15, 18, 22, 29, May 6, 13, 20, 27, June 3, 10, 17, 1921. p. 2089-3780. **Es8.16**

— Minutes of meetings held May 13, 20, 27, June 3, 10, 17, 24, July 1, 8, 15, 19, 1921. (City Record. June 15, 22, 29, July 2, 13, 20, Aug. 3, 10, 17, Sept. 1, 1921. p. 3690-3739, 3866-3913, 4066-4109, 4186-4214, 4370-4437, 4570-4612, 4810-4871, 5002-5067, 5152-5218, 5392-5469.)

— Sewage disposal bulletin no. 17. July 1, 1921. 15 p. **Es8.04**

— Division of Public Improvements. Report on the use of concrete in or near sea water. 1921. 22 p. **Es8.95P96c**

— Waste Disposal Committee. Report on the collection and disposal of solid wastes in the City of New York. 1921. 15 p. **Es8.66W28**

Department of Finance. Financial summary for year ended Dec. 31, 1919. **F49.13f**

Department of Health. Anthrax in animal (horse) hair, by S. Dana Hubbard. Dec., 1920. 11 p. (Reprint series no. 93.) **H34.31r93**

— Food and drug bulletin. v. 3, no. 6-8. June, July, Aug., 1921. **H34.24d**

— Monthly bulletin. v. 11, no. 6-8. June, July, Aug., 1921. **H34.24m**

— Public health leaflet no. 12. 1921. Functions of the Department of Health. 10 p. **H34.31p**

— Sanitary code: amended Dec. 29, 1920, Jan. 27, March 24, 1921. **H34.42sa**

Sec. 116. Drugs; manufacture and sale regulated; the terms "drugs," "adulterated," and "misbranded" defined. (Amendment no. 100.)

Sec. 117. Regulating the sale of proprietary and patent medicines. (Amendment no. 101.)

Sec. 86. Duty of persons in charge of hospitals, and of physicians, to report infectious diseases. (Amendment no. 102.)

Sec. 179. Prohibiting the manufacture, sale and distribution of imitation milk and cream. (Amendment no. 103.)

Sec. 220. Hospitals; permit required; exception. (Amendment no. 104.)

Sec. 130. Medicated alcohol; sale and distribution regulated. (Amendment no. 105.)

Sec. 131. Completely denatured alcohol; sale and distribution regulated. (Amendment no. 106.)

Sec. 180. The use of unclean and unsanitary food receptacles prohibited... (Amendment no. 107.)

— School Health News. v. 7, no. 6. June, 1921. **H34.24s**

— Staff News. v. 9. no. 7, 8. July, August, 1921. **H34.24st**

— Weekly bulletin. n. s., v. 10, no. 25-35. June 18, 25, July 2, 9, 16, 23, 30, Aug. 6, 13, 20, 27, 1921. **H34.25**

Hunter College. Catalogue and course of study, with general announcements and requirements for admission, 1921/1922. **Ed9.76H91**

Law Department. Report for the quarter ended March 31, 1921. (City Record. June 30, 1921.)

Department of Licenses. Annual report for 1918, 1919, 1920. **L61.01**

Metropolitan Hospital School of Nursing, Welfare Island. [Circular of information.] [1921.] 7 p., illus. **C37.71M56c**

Board of City Magistrates. Assignment of magistrates, June 29 to Dec. 30, 1920, Jan. 1 to June 29, 1921, June 30 to Dec. 31, 1921. **C81.36**

Chief Medical Examiner. Report, 1918-1921. **M46.01**

Municipal Court. Assignment of justices for the years 1920 and 1921. **C87.36**

Ordinances. Code of ordinances as amended to the close of the year 1920. **AL2.42**

Department of Parks. [Monthly reports] of the New York Meteorological Observatory. March, April, 1921. p. 25-44. **P22.71m**

- Department of Plant and Structures.** Report for the year ended Dec. 31, 1919. **P69.01**
- Examining Board of Plumbers.** Report for quarter ended June 30, 1921. (City Record. Aug. 8, 1921. p. 4963.)
- Same. Typewritten. **P73.03**
- Police Department.** Special regulations for vehicular traffic. (City Record. July 22, 1921. p. 4648.)
- Commissioners of the Sinking Fund.** Calendar for June 16, July 7, 28, Aug. 1, 22, 1921. no. 14-18, meeting no. 19-20, 22-24. **Si6.15**
Calendar no. 13 was not published.
- Proceedings of the meetings held May 12, 20, 26, June 9, 13, 16, 23, 1921. p. 431-662. **Si6.16**
- Proceedings of meetings held May 26, June 9, 13, 16, 23, July 7, 11, 28, Aug. 1, 1921. (City Record. June 14, 24, 28, July 8, 19, Aug. 6, 9, 1921. p. 3654-3672, 3965-3979, 4041-4042, 4289-4306, 4534-4552, 4922-4941, 4977-4984.)
- Board of Standards and Appeals.** Bulletin. June 14, 21, 28, July 5, 12, 19, 26, Aug. 2, 9, 16, 23, 30, 1921. v. 6, no. 24-35. **B86.25**
- Department of Taxes and Assessments.** Annual record of assessed valuation of real estate in the City of New York, 1921, Borough of Richmond.
- Annual record of assessed valuation of real estate in the City of New York, 1921, Borough of Queens.
- Board of Water Supply.** Annual report, 1920. **W28.01**
- Borough of Manhattan. President.** Report for quarters ended Dec. 31, 1920 and March 31, 1921. (City Record. July 6, 21, 1921. p. 4254-4257, 4628-4632.)
- Borough of Richmond. Bureau of Buildings.** Report for quarter ending June 30, 1921. **45B85.03**
- Brooklyn Botanic Garden.** Record. v. 10, no. 3. July, 1921. **XB79r**
- Brooklyn Institute of Arts and Sciences.** Report... museums, 1919. **XB79m**
- Report upon the condition and progress of the Museums for the year 1920. **XB79m**
- Brooklyn Public Library.** Bulletin. v. 13, no. 10. July, 1921. **XB79b**
- Metropolitan Museum of Art.** Bulletin. v. 16, no. 6-8. June, July, Aug., 1921. **XM56b**
- The Children's Bulletin. June, 1921. v. 5, no. 2. **XM56c**
- New York Botanical Garden.** Journal. v. 22, no. 257-258. May, June, 1921. **XN52j**
- New York Public Library.** Bulletin. v. 25, no. 6, 7. June, July, 1921. **XN51b**
- New technical books. April-June, 1921. **XN51t**
- New York Zoological Society.** Zoological Society bulletin. v. 24, no. 4-5. July, Sept., 1921. **XN53z**
- New York County.** Public Administrator. Report for quarter ended June 30, 1921. (City Record. Aug. 8, 1921. p. 4962.)

NEW YORK STATE

- Public Service Commission, First District.** Proceedings of the meetings held Feb. 1, 2, 4, 7, 8, 10, 11, 14, 15, 17, 18, 21, 23, 24, 25, 28, March 1, 2, 3, 4, 7, 8, 10, 11, 12, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30, 31, April 1, 4, 5, 7, 8, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 23, 25, 1921. p. 51-259.
- Transit Commission.** Transit Commission Record. v. 8, no. 6. June, 1921.
- Transit record, supplement. v. 1, sec. 1. July, 1921.

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Volume VII

28 September 1921

Number 47

Continuing Volume VII

Will our readers who keep a file of the "Notes" observe that the September 14th issue, which is numbered Volume VIII, No. 1, should be Volume VII, No. 45. Make this correction on your copy, please. The pagination as it is printed is correct. In the past it has been the custom to begin the new volume in September, but it seems advisable at this time to make a change, continuing Volume VII until the end of the calendar year. The new volume, Volume VIII, will begin in January, with the calendar year, and continue in that way, one volume to each calendar year.

Courses for Women in the City Employ

Hunter College of the City of New York opens its evening sessions on October 3rd. Registration begins September 29th, and continues through October 1st. All courses are free to students who can meet the necessary entrance requirements, and city employees who cannot meet these requirements are admitted at a reduced fee. In addition to the academic courses, stenography, bookkeeping, commercial law and arithmetic, practical advertising and business English are offered. Further information may be secured from Professor A. Busse, Director of Extension and Evening Sessions, Hunter College.

Staten Island Facts

The 27th Annual Report of the Staten Island Chamber of Commerce, for 1921, may well serve as a directory for that borough; none of the institutions nor industries seem to have been overlooked. Attention is likewise given to the various departments of the municipal government in that borough, among these, the newly-created Department of Parks, with a list and a map of the parks. Typographically it is an attractive pamphlet, and the advantages of the borough as presented may allure more residents to the shores of the Island.

Transit Tendencies in New York City

In the Electric Railway Journal of Sept. 10, 1921 (pages 403-408), appears an extensive article by Leroy T. Harkness, member of the New York Transit Commission on "Transit Tendencies in New York City." The author briefly recounts the history of the development of the electric railways in the City and the conditions which brought about the depressed financial condition of these properties, stressing the underlying causes of antagonism, both public and company grievances. The powers and purposes of the Transit Commission are recounted, and the elements of a solution advanced, together with a plain statement of the advantages to the city, to the private investors and to the public which, in his opinion, may accrue through the adoption of a solution. It is an illuminating article and reviews the steps in a complex transit situation which involves financial, engineering, social and political developments.

BOOK REVIEWS

A High School Directory

The High School Teachers Association of New York City, through their editors, Clyde R. Jeffords and Claude F. Walker, have prepared and published a useful book, *The High Schools of New York City* (New York, 1921. 223 p. 92H53d). The Association in 1914 published a "Directory" and this edition includes a similar directory, but also assumes the form of a manual. A brief chronology of the public schools of the City, including the rise of the high schools, with references to the laws establishing each change, the history of the high schools, discussion of the curriculum, tendencies in its teaching, the methods by which teachers are appointed and promoted, salary schedules and conditions illustrated by charts, the Retirement System, form the main chapters of the manual. The Directory includes school officers, administrative and departmental organization of the high school, with names and addresses arranged alphabetically by the name of the high

school, and an alphabetical list of all high school teachers, giving address, position, school and date of entrance into service. This handbook is most welcome to the teachers themselves and all others who need facts about the high schools of the City. The Association is to be commended for a thorough piece of work.

A Guide for the Social Worker

The history of any movement for human betterment may often be traced by the reports and serial publications of progressive institutions for social and civic welfare. The library of the Russell Sage Foundation contains probably the most complete set of such publications in America. Miss Elsie M. Rushmore in her *Social Worker's Guide* (New York: Russell Sage Foundation, 1921. 174 p.) has listed approximately 4,000 institutions whose publications are on the library shelves. Its index, arranged under headings such as School Hygiene, Social Insurance, etc., should be useful

to the social worker interested in some particular field. This list is especially valuable to social workers (1) who have access to the files of the Library, and by this list can find what is available, and (2) to workers who do not have access to the library, but who can use the list as a source guide.

Marketing

In these days of abnormal living costs, the average person in seeking for the cause of the trouble has hit upon our system of distribution. However, a great deal of such criticism has been ill-advised owing to a lack of understanding of the fundamental principles of marketing. Dr. Paul Wesley Ivey, of the University of Nebraska, in his *Principles of Marketing* (New York: Ronald Press, 1921. 351 p. 352.5931v3) has discussed in detail the functions of the wholesaler and retailer, and has clearly shown that the functions performed by these middlemen are essential to the community. His chapters on the department store, the chain store, and the mail order house are of particular interest. Though intended as a textbook for the student of marketing it will also be found useful to the man who wishes to conduct his business on scientific principles. A fairly extensive list of collateral readings, and a complete index add to its value as a textbook.

An Industrial Court

The Party of the Third Part (New York: Harper, 1921. 283 p. 331.921AL5) is most happily named, for Governor Allen of Kansas bases his selection of a title on the fact that

neither labor nor capital is the greatest sufferer from strikes or lockouts, but the innocent bystander, the general public, which means you and me. Gov. Allen believes that a dispute between capital and labor which affects the production and distribution of the necessities of life is an affair in which the public is vitally concerned and in which they should be afforded protection. How may this be done? His answer is "The Industrial Court." How and why it started, what it proposes to do and what it has actually accomplished are all told by the Governor in this book.

Milk

After a careful study of all available material and after years of intimate contact with the milk business, Dr. Henry E. Erdman, of Ohio State University, has prepared a work of particular interest to all who are interested in the production of, and sanitary and economical distribution of milk. *The Marketing of Whole Milk* (New York: Macmillan, 1921. 333 p. 614.32Er2) discusses milk as a Market Commodity; Markets for Whole Milk; Distribution of Milk; Collective Bargaining in the Marketing of Whole Milk; and Milk Prices. Among the remedies he proposes for a more economical distribution are: (a) municipal ownership, (b) privately owned, but publicly regulated monopoly, (c) co-operative distribution by producers, (d) consumers' cooperation, and (e) the zoning of our cities to expedite distribution. Careful reference is made to all authorities cited, and an exhaustive bibliography on the subject of milk is included in the appendix.

CURRENT CIVIC LITERATURE

Aeronautics

FEDERAL law urged to control civil aeronautics. (Chicago Commerce, Sept. 17, 1921. p. 10.)

Building Management

BOLTON, Eric I. Operating cost in New York City. (Building Management, Sept. 5, 1921. p. 28-29.)

Charters

ANDERSON, William. City charter problems in Minnesota, 1921. (Minnesota Municipalities, Aug., 1921. p. 109-116.)

Crime and Criminals

HAMILTON, John A. Making the punishment fit the crime. (Journal of Criminal Law and Criminology, Aug., 1921. p. 159-177.)

Education

BOSTON. School Committee. Documents, 1920. 379B7s

DETROIT. Board of Education. A preliminary study of standards of growth in the Detroit public schools, by Paul C. Packer and Arthur B. Moehlman. June, 1921. 46 p., diagrs., tables. (Research bull. no. 5.) 373.11D6

Employment Systems

WISCONSIN. University. Extension Division. Circulars of the Bureau of Commercial and Industrial Relations: no. 7 — Practical methods for selecting employes. 9 p. 331W6c

Ferryboats

A new type of ferryboat. (Scientific American, Sept. 17, 1921. p. 193.)

Government, Municipal

TEXAS. University. Bureau of Government Research. Governmental organization and administrative officials of Texas cities. July, 1921. 52 p., typewritten. VF

Health

CARRICK, Manton M. The citizen and the public health. 1921. 15 p. VF
SEYMOUR, Gertrude. Women in public health. (The Woman Citizen, Sept. 10, 1921. p. 10-11.)

TEACHERS Union of the City of New York. Minimum health and sanitation standards in schools, by Louis I. Harris. 1921. 16 p. tables. VF

Housing Problem

BROWN, Frank C. Tendencies in apartment house design. Part I. Examples of re-

Housing Problem, continued.

modeling. (The Architectural Review, June, 1921. p. 489-502.) Part II. Same. (The Architectural Review, July, 1921. p. 45-63.) Part III. Buildings on narrow sites. (The Architectural Review, Aug., 1921. p. 103-117.) Part IV. Same. (The Architectural Review, Sept., 1921. p. 199-213.)

CURRAN, Henry H. Our housing problem; the next Mayor tells what he will do to relieve it. (The Metropolis, Sept. 1, 1921. p. 8-9.)

PHILADELPHIA Housing Association. Housing in Philadelphia, 1920. 18 p. VF

Infant Mortality

AMERICAN Child Hygiene Association. Statistical report of infant mortality for 1920 in 519 cities of the United States. 1921. 16 p.

Labor Laws

NEW YORK STATE. Statutes. New York Labor laws enacted in 1921. July, 1921. 68 p. (Special bull. no. 107.)

Manuals

WINNIPEG. City Clerk. Municipal manual, 1921. 352.05C28w

Motor Vehicles

DES MOINES rides buses and walks; public calamity being enacted with meager public concern — dilapidated and crude buses trying to replace street cars, while many walk or stay home — no great effort toward solution being made. (Electric Railway Journal, Aug. 20, 1921. p. 283-288.)

TOMLIN, R. K., jr. The trend of motor vehicle legislation; digest of laws of the 48 states relating to license fees and regulation of weights, dimensions and speeds of passenger automobiles and motor trucks. (Engineering News-Record, Sept. 1, 1921. p. 354-365.)

N. Y. C. Art Commission

NEW YORK CITY's works of art. (American Architect and Architectural Review, Sept. 14, 1921. p. 189-190.)

Pavements, Effect of Traffic Upon

OLDER, Clifford. Illinois begins traffic endurance test; two-mile road with 63 different kinds of pavement will be tested to destruction by progressively increasing truck loads. (Engineering News-Record, Aug. 18, 1921. p. 274-276.)

Pensions

CONOVER, Milton. Pensions for public employees. (American Political Science Review, Aug., 1921. p. 350-365.)

STUDENSKY, Paul. Boston's worthy pension endeavors. (National Municipal Review, Aug., 1921. p. 406-407.)

Police

CAMPBELL, W. H. How Chief McCarthy administers justice in Utica. (The Policeman's News, Aug., 1921. p. 1-6, 25.)

CHICAGO. Police Department. Annual report for the year ending Dec. 31, 1919. 352.35C4

COMMITTEE for State Police (N. Y. S.). The governors speak. 1921. 35 p. VF

GRAPER, Elmer D. American police administration; a handbook on police organization and methods of administration in American cities. Macmillan, 1921. 357 p. 352.35G76

MCADOO, William. Police work as viewed by the citizen. (The Policeman's News, Aug., 1921. p. 13-15, 26-27.)

Ports

The "FREE PORT" of New Orleans in 1795 and the free zone area prepared for the future. (Gulf Ports Magazine, Sept., 1921. p. 24-27, 45.)

OUTERBRIDGE, Eugenius H. A big job in nation planning. (National Municipal Review, Sept., 1921. p. 449-451.)

Recreation

STEWART, Charlotte. A short resume of what Salt Lake City is doing for the boy and girl. (Salt Lake City. Municipal Record, Aug., 1921. p. 3-4.)

VESTAL, Avis G. A new profession; the recreation engineer and his part in making our vacations worth while. (Scientific American, Sept. 17, 1921. p. 196, 207, 209.)

Rents

New laws relating to landlord and tenant; two of the April 30 laws that are amendments to the Civil Practice Act and go into effect Oct. 1, 1921. (Real Estate Magazine, Sept., 1921. p. 19, 28.)

RENT profiteering in Hongkong checked. (The Trans-Pacific, Sept., 1921. p. 41.)

Tenements

PERCY, Lord Eustace. Tenement buildings: a defence. (Garden Cities and Town Planning, March, 1921. p. 67-68.)

Unemployment

NEW YORK CITY. Mayor's Committee on Unemployment. Campaign under way to relieve unemployment in New York. (Commercial and Financial Chronicle, Sept. 10, 1921. p. 1110-1111.)

PLACE many employment applicants during August. (Current Affairs, Sept. 12, 1921. p. 10.)

PREPAREDNESS for winter unemployment. (The Toledo-City Journal, Aug. 20, 1921. p. 353.)

SOLVE unemployment with more advertising. (Printers' Ink, Sept. 15, 1921. p. 164-165.)

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Volume VII

5 October 1921

Number 48

Fire Prevention Day

October 10th, 1921

"One of the most important problems that can engage the attention of every citizen regardless of station, vocation or business interest, is the Prevention of Fire, which is costing the nation 15,000 lives and over \$300,000,000 annually, adding materially to the heavy burdens already borne by the people, by increasing the cost of commodities and the imposition of an enormous fire tax."

New York City's Fire Prevention Week

Throughout the country there has been a growing appreciation of fire prevention education; New York City has been in the vanguard of this movement and this year continues to use the method as one of the surest of reducing the disgraceful fire losses in this City. Commissioner Drennan, with the assistance of the Fire Prevention Bureau under the direction of Chief Wm. F. Doyle, and of Inspector O'Connell of the Division of Public Instruction, has prepared a programme of education and publicity for the week of October 9th to 15th.

With the help of newspapers, railways, street car companies, stores and business houses, banks, hotels, restaurants, theatres, settlement houses and civic organizations, glaring red placards and signs are displayed in many public places. The people cannot escape knowledge of the campaign against fire.

The school children have lessons on fire prevention throughout the year, and are given an opportunity to write essays on fire prevention. Fifty thousand essays were written last spring, and submitted to the Fire Department to choose the best. Prizes of gold, silver and bronze medals are awarded to the winners on Friday, October 15th from the steps of the City Hall by Mayor Hylan. This encouragement to the school children is made possible by the New York Board of Fire Underwriters. Throughout the week the schools have special programmes, supplemented by stereoptican slides on fire prevention supplied by the Fire Department.

Circulars from the Fire Department are sent to manufacturers and shopkeepers asking them to clean up their premises and avoid fire.

A new feature this year is a Fire Prevention Parade, on Monday, October 10th, in Manhattan and The Bronx, and on Tuesday, the 11th, in Brooklyn. Forty pieces of fire apparatus, many placards and signs used in the campaign will be displayed. The parade begins at 10 a. m. and covers the principal streets of the City.

The week which begins on Sunday with announcements in the churches, and continues by means of the plans mentioned till Friday, with the awarding of medals to the school children, should bring results in the lessening of fires. It is to be hoped the idea will be so impressed on the public that it can not be forgotten throughout the year.

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BRIDGE financing assured; construction of Detroit-Windsor International Span begins in 1922; details of the structure made public. (*The County Officials Magazine*, Aug., 1921. p. 48-49.)

Bridges, continued.

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STUART, Francis Lee. The Hudson River bridge and its terminala. 1921. 5 p.

WADDELL, J. A. L. Economics of bridgework; a sequel to bridge engineering. Wiley, 1921. 512 p. 624W11c

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CRANE, Jacob L., jr. Progress in city planning in the U. S. (Engineering News-Record, Sept. 29, 1921. p. 526-528.)

CRAWFORD, Andrew W. World's fairs and their city planning salvage. (In: Fairmount Park Art Association. Annual report, 1920. p. 53-66.) 352.5991F16

HOLLIDAY, A. C. Restrictions governing city development. (The Town Planning Review, July, 1921. p. 77-98.)

MASSACHUSETTS Federation of Planning Boards. Massachusetts city and town planning law. 1921. 48 p. (Bull. no. 9. Aug., 1921.) 352.58M41b

Community Development

PICK, Albert, and Company. Community clubs in the smaller towns and country districts. 1920. 7 p., typewritten. VF

Cost Accounting

NATIONAL Paving Brick Manufacturers Association. A system of uniform cost finding for paving brick manufacturers. 1921. 44 p. 657.23N21

Cost of Living

NATIONAL Industrial Conference Board. Change in the cost of living, July, 1914-July, 1921. Aug., 1921. 25 p. (Research report no. 39.) VF

Courts

DETROIT Bureau of Governmental Research, Inc. Report on the operation of the Recorder's Court of Detroit for the first year of its reorganization, April 20, 1920-April 20, 1921. 1921. 52 p., typewritten. 344.39D6

Municipalities will be interested in this appraisal of a newly-organized Recorder's Court in Detroit. "The reorganization has begun to justify itself...the review shows commendable improvement over former conditions."

Fire Prevention

NATIONAL Board of Fire Underwriters. "The danger that never sleeps." (Safeguarding America Against Fire, Aug., 1921. p. 14.)

A description of a fire prevention motion picture film.

— The trial of fire; a mock trial staged with a certain amount of poetic license; written especially for school use. [1921.] 14 p. VF

NATIONAL Fire Protection Association. Proceedings of twenty-fifth annual meeting, June 14, 15 and 16, 1921. 614.841N21p

NATIONAL Safety Council. Fire causes and prevention; elimination of conditions that are likely to cause conflagrations. (American Gas Journal, Sept. 10, 1921. p. 223-225, 232-233.)

Firemen

ILLINOIS Firemen's Association. Report of proceedings of the thirty-third annual convention, Jan 11-13, 1921. 614.8413p

Government, Municipal

MAYORS and engineers to meet in Baltimore; a conference of municipal executives to be held in connection with the convention of the American Society for Municipal Improvements. (The Modern City, Sept., 1921. p. 8.)

Legislation

CITIZENS' Union of the City of New York. Report of the Committee on Legislation for regular session of 1921. 329N7

Markets and Marketing

KANSAS. Agricultural College. Cooperation applied to marketing by Kansas farmers. Oct., 1920. 61 p. (Bull. 224.) 352.593K2

Milk

NEWPORT. Commission on Milk Supply. Report submitted to the Representative Council of the City of Newport, Rhode Island, on July 20, 1920. 1921. 26 p. 614.32N67 Printed and distributed by the Newport Improvement Association on July 1, 1921.

UNITED STATES. House of Representatives. Filled milk; hearings before the Committee on Agriculture on H. R. 6215, by Mr. Voigt, June 13, July 6, 7, 19, and 20, 1921. 1921. 188 p. (Series H.) 614.324Un3

New York City

MARCUS, Peter. New York, the nation's metropolis. Brentano, 1921. 64 p., illus. 78M33

The book has a number of unusual etchings.

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CHICAGO. South Park Commissioners. Annual report for the fiscal year ending Feb. 29, 1920. 352.5991C4s

St. LOUIS. Division of Parks and Recreation. Annual report for the fiscal year ended April, 1921. 352.5991S2

Plumbing

NEW YORK CITY. Board of Standards and Appeals. Plumbing, drainage, water supply, gas piping and ventilation of buildings; adopted by the Superintendents of Buildings, effective April 23, 1912; amended by the Board... July 5, 1917, Dec. 27, 1918, and March 8, 1921. (In: Bulletin for Aug. 23, 1921. p. 583-592.) B86.25

Policewomen

VAN WINKLE, Mina C. Municipal police-women; their duties and opportunities. (American City, Aug., 1921. p. 93-96.)

Ports

CROTTY, Charles. Particulars of the ship channel harbor and charges at Port Houston. (Gulf Ports Magazine, Sept., 1921. p. 39-41.)

EXPORT and Import Board of Trade of Baltimore. Ship operating costs at the Port of Baltimore. 1920. 5 p. VF

Ports, continued.

LONDON. Port of London Authority. Twelfth annual report for the year ended March 31, 1921. 625.59L84a

ROTHWELL, Easton. The municipal development of harbors and docks with particular reference to Portland. (Pacific Municipalities, Sept., 1921. p. 337-348.)

The National Municipal League offered a prize for the best article on some subject relating to municipal affairs, and the above essay was awarded first prize.

Public Utilities

DISTRICT OF COLUMBIA. Public Utilities Commission. Eighth annual report, 1920. 352.4D62

UNITED STATES. House of Representatives. Regulation of public utilities in the District of Columbia; hearing before the Committee on the District of Columbia on H. R. 2922, 5938, 7193, 7205, 7209; a bill further to regulate Public Utilities in the District of Columbia, and for other purposes, May 3, 24, 27; June 7, 10, 22, and 24, 1921. 1921. 2 parts. 290 p. 352.4D62rp

WHAT would your city amount to if it were not for its public utilities? (Public Service Management, Sept., 1921. p. 87-89.)

Public Works

PHILIPPINE ISLANDS. Bureau of Public Works. Annual report, 1920. (Bulletin, Jan., 1921. 61 p.)

Rapid Transit

LATHROP, John. Rapid transit arithmetic; the principle of the economic unit applied to large cities' utilities. (Scientific American, Sept. 10, 1921. p. 185, 190, 192.)

NEW YORK STATE. Transit Commission. Statement and outline of plan of readjustment, New York City street railroads. Sept., 1921. 33 p.

Research

DETROIT Bureau of Governmental Research, Inc. The citizen and the government. 1921. 16 p. VF

Roads

NEW YORK'S dual type roads. (Engineering and Contracting, Sept. 7, 1921. p. 244.)

Sewage Disposal

CLEVELAND sewage treatment plan; this plant, now nearing completion, comprises novel grit chambers and thirty-two Imhoff tanks, and all effluent will be metered and chlorinated. The construction methods also include several novel features. (Public Works, Sept. 3, 1921. p. 177-180.)

Street Railways

CASBY, Daniel N. The street railway and the community, address delivered at annual meeting, Pennsylvania Street Railway Association. July, 1921. 15 p. VF

Street Railways, continued.

CHICAGO. Board of Supervising Engineers, Chicago Traction. Thirteenth annual report covering the fiscal year ended Jan. 31, 1920. 388C4

CITY takes Toronto Railway; operation assumed by new Transportation Commission, but purchase details remain to be adjusted. (Electric Railway Journal, Sept. 10, 1921. p. 411.)

TORONTO takes street railway; Civic Transportation Commission plans extensive work of rehabilitation. (The Canadian Engineer, Sept. 1, 1921. p. 1.)

\$2,900,636 net reported by municipal railway. (Electric Railway Journal, Sept. 10, 1921. p. 417.)

ZURICH abandons zones; commutation tickets popular when short ride fares are withdrawn — deficit at end of year. (Electric Railway Journal, Sept. 10, 1921. p. 417.)

Teachers' Salaries

GENERAL Education Board. Teachers' salaries in certain endowed colleges and universities in the U. S., by Trevor Arnett. 1921. 42 p., tables. (Occasional papers, no. 7.) 372.5G28

MASSACHUSETTS. Department of Education. Salaries of teachers in the public day schools of Massachusetts. 1921. 24 p., tables. (Bull. 1921, no. 4.) 372.5M4s

Tunnels

PLANS for the channel tunnel. (Independent, Sept. 3, 1921. p. 104-105.)

Unemployment

AMERICAN Association for Labor Legislation. Unemployment survey, 1920-21, with standard recommendations. 1921. (American Labor Legislation Review, Sept., 1921. p. 183-280.) 331.861Am3ue

MASSACHUSETTS. Department of Labor and Industries. Division of Statistics. Causes of unemployment. (In: Massachusetts Industrial review, June, 1921. p. 26.) 331M4i

OHIO Council on Women and Children in Industry. Ohio and unemployment in 1920-1921. [1921.] 40 p. VF

"SAY it with public jobs." (Engineering and Contracting, Sept. 28, 1921. p. 318.)

WHAT about the employment situation? (Current Affairs, Sept. 26, 1921. p. 6-7, 27.)

Women, Employment

BUREAU of Vocational Information, New York City. Positions of responsibility in department stores and other retail selling organizations; a study of opportunities for women, by Mary H. Tolman. 1921. 126 p. (Studies in occupations, no. 5.) 331.4B89

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PUBLISHED weekly except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$2.00 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

12 October 1921

Number 49

New York State Tenement House Law

A new edition of the Tenement House Law has been prepared for that Department by Commissioner Mann and W. A. Robertson, Chief Inspector. All amendments to Jan. 1, 1922, are included. Chapter XIXa of the New York Charter, the Zoning Resolution with amendments to July 1, 1921, and Article 12 of the State Labor Law, and other laws relating to bakeries and confectioneries in tenement houses complete the manual. This revision will be most welcome as the former edition (1917) is now out of date and out of print.

The Tenement House Department, 19th floor, has only printed a limited number and none are for sale. Copies may be obtained from the Chief Clerk's office, upon written request, but only one copy is allowed to each architectural or contracting firm. Departments of the City may secure copies.

All are welcome to consult the Law in the Municipal Reference Library where it is always available for reference. A few copies will also be in circulation and may be borrowed for two weeks at a time by city employees.

The Bronx

The Bronx Board of Trade has issued a booklet, "The Bronx," which may well serve as a handbook and directory for that Borough.

Charter Revision

With the task of charter revision not far ahead, the officials and citizens of New York City may be interested in the studies which Minneapolis is making into charter revision. That city has recently appointed a Charter Commission and the Committee on Municipal Research of the Minneapolis Civic & Commerce Association has prepared a study (in mimeograph form) for the voters. This report gives the steps and progress of changes in their municipal government and suggests changes for the future. Very good graphs and charts illustrate the city manager plan, commission plan, the mayor-council plan as adopted by Detroit, and by Cleveland, and the plan proposed for Minneapolis by George M. Link, which has some of the features of mayor, council and manager plan of municipal government.

The Health Town

Mansfield, and Richland County, Ohio, have been highly honored. This town and the county in which it is situated have been chosen by the National Child Health Council as the field for its demonstration of what an American community can do to increase the health of children. The demonstration will occupy five years, and will be conducted by Walter H. Brown, former Health Officer of Bridgeport, Conn., who is just now leaving the Commission for the Prevention of Tuberculosis in France. Eighty communities bid for the experiment, and Mansfield won through having most of the factors typical of an average American community.

Study of Municipal Government

Miss Sophia Hall, librarian of the Municipal Reference Bureau of the University of Minnesota, has prepared a study outline for women's clubs, "Problems in Municipal Government." "This pamphlet hopes to acquaint the women with the humanness of their home government by suggesting different methods of approach to worn-out topics." It is a suggestive outline and might profitably be used by civic teachers of any city as well as women's clubs. Each topic is clearly and simply presented, followed by a selected bibliography.

Oil Pollution

Commissioner of Docks Hulbert's solution for the elimination of the menace of oil on the waters of New York Harbor is contained in a communication to the Board of Estimate and Apportionment.

He suggests as "an effective means of meeting this situation, so far as the oil burning ships are concerned, the construction of special barges to receive the oil refuse" — these barges to be built by a naval architect. "Also that Congress be requested to enact legislation to compel masters of steamers to utilize these specially constructed barges."

BOOK REVIEWS

Influenza

Influenza: an Epidemiological Study, by Warren T. Vaughan (American Journal of Hygiene Monographic series, no. 1, July, 1921. 260 p.) is a treatise, scarcely exhaustive enough, on what is known of this rather frequent disease. It is a practical and up-to-date exposition of the correlated data. Its common sense and insistence upon important facts will appeal to both physician and health official. This valuable study has been carefully arranged and the typography of the book is good, supplemented by charts and tables. The work will undoubtedly take high rank until more is known of this disease.

Sewage Disposal

The sanitary engineer and student will value a bibliography by J. Edward Porter (General Filtration Co., Rochester, N. Y., 1921. 2. ed. 117 p. 628.3G28) on *Activated Sludge Process of Sewage Treatment*. It is a bibliography arranged chronologically, from 1912 through 1920, with each reference followed by a very clear abstract of the article. An index of names provides references by the authors, an index of periodicals gives date of publication of volumes referred to by number. Additional useful features are an index of cities which have sewage sludge plants, with dates and a few facts about each, an index of patents, and nomenclature and definitions concerning the activated sludge process of sewage disposal.

Housing

In these days of universal housing shortage and high rents, an increasing number of persons are searching for some way by which they

may own a home of their own. With this in mind, the Southern Pine Association, in conjunction with the Architect's Small House Service Bureau, have prepared a book, *How to Plan, Finance and Build Your Home* (Minneapolis, 1921. 155 p. 690Ar2). Each phase of site purchasing, financing, and planning of the home is taken up and fully discussed, including plumbing, heating, painting, and furnishing. Drawings and plans of three, four, five and six-room houses are given and described in detail. The Architect's Small House Service Bureau is in a position to supply the full working drawings at an extremely low cost. The discussion on home financing is particularly valuable to the man who has but little money for the initial investment, as very definite, practical instructions are given as to how and where money may be borrowed, how much should be allowed for carrying charges, and how to answer many other questions that are sure to arise.

Mathematics

A practical book for the industrial worker or student who has not studied algebra, geometry or trigonometry, but needs to know the principles involved in these sciences for his every day work, has been prepared by H. M. Keal and C. J. Leonard (New York: John Wiley & Sons, 1921. 230 p. 510K19). *Mathematics for Electrical Students* may be used by students with little outside help. A dictionary of terms, and tables of formulas and logarithms are appended and the index makes the text easily used. Municipal Employees preparing for civil service examinations in such subjects will find it a helpful textbook.

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MORGAN Woodwork Organization. Building with assurance. 408 p. [1921.] 690M82

Canals

NEW YORK STATE. Governor. Governor defends the Barge Canal; after inspection of the waterway he condemns the advocates of the St. Lawrence route — was among the doubters but is now an enthusiastic canal man. (State Service, Aug.-Sept., 1921. p. 323-335.)

Charities

ROCHESTER. Department of Charities. Annual report, 1920. 361.09R6

Child Labor

UNITED STATES. Children's Bureau. Administration of child labor laws. Part 4, Employment-certificate system, Wisconsin, by Ethel E. Hanks. 1921. 159 p. (Bur. pub. no. 85.) 331.31Un3

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— State child-labor standards, Jan 1, 1921. 1 sheet. VF

City Planning

CITIZENS Committee on City Plan of Pittsburgh. A major street plan for Pittsburgh; a part of the Pittsburgh plan. Sept., 1921. 65 p., plates, maps. 352.582P6m

NATIONAL Conference on City Planning. Proceedings of the thirteenth annual conference on city planning, Pittsburgh, May 9-11, 1921. 352.58N21

PARTIAL CONTENTS

Sequence of operations in city planning, by Nelson P. Lewis.

The city plan and living and working conditions...by John Ihlder.

Zoning and living conditions, Herbert S. Swan, George B. Ford, Robert H. Whitten.

The effect of transportation upon the distribution of population, by H. M. Brinckerhoff.

The enforcement of a street plan, by Arthur S. Tuttle.

River transportation, by J. Franklin Bell.

A major street plan for Pittsburgh, by James D. Hailman.

Main highways in metropolitan districts, by William McC. Donley.

Legal aspects in traffic control, by Charles B. Prichard.

PROVIDENCE, R. I. City Plan Commission. Annual reports for the years 1915, 1916, 1917, 1918, 1919, 1920. 352.582P9

Civil Service

RITTER, Dwight S. Civil service and its effect on centralized government purchasing. (The Purchasing Agent, Sept., 1921. p. 70-71.)

Electrical Engineering

CHICAGO. Department of Gas and Electricity. Electrical code: rules and regulations for the installation of wires and apparatus for electric light, heat and power, and for the construction and installation of electric signs and displays. 1921. 283 p. 352.87C4e

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BALTIMORE. Comptroller. Annual report for the fiscal year ending Dec. 31, 1920. 352.29B2

CHICAGO. Comptroller. Financial summary for the year 1920. 352.29C4f

OMAHA. Department of Accounts and Finance. Municipal statistics. 1921. VF

PITTSBURGH. Controller. Annual report for the fiscal year ended Dec. 31, 1920. 352.29P6

St. LOUIS. Comptroller. Report for fiscal year 1919/20. 352.29S2

Fire Prevention

CHARGING water costs to fire protection. (Toledo-City Journal, Oct. 1, 1921. p. 406.)

NATIONAL Fire Protection Association. Fire Prevention Day handbook; suggestions for guidance in planning the observance of Fire Prevention Day. 1921. 47 p., illus. 614.841N21ha

Taxation

SAYS tax and rent payers should demand fixed tax rate; Realty Board calls on property owners and permanent tenants to support only candidates who promise to limit city expenditures. (Record and Guide, Sept. 17, 1921. p. 360.)

WHERE does the tax dollar go? In Cleveland, the city gets 43 cents, the schools 39 cents, the county 10 cents, the library 3 cents and the state 4 cents. (Building Management, Sept. 19, 1921. p. 33-34.)

Unemployment

COMMONS, John R. Unemployment, compensation and prevention. (The Survey, Oct. 1, 1921. p. 5-9.)

HAUSMANN, Daniel A. Unemployment is a pressing problem; some measures by which the evil may be temporarily remedied — function of public employment agencies important one in bringing man and job together. (State Service, Aug.-Sept., 1921. p. 336-340.)

UNEMPLOYMENT. (Administration, Oct., 1921. p. 571-572.)

WARREN, George L. How one city is meeting unemployment. (American City, Oct., 1921. p. 312-313.)

Waterways

BOWDEN, W. A., and W. P. Wooten. Complete St. Lawrence Waterway project report; full text of engineering report on canalization and power development, submitted to the International Joint Commission. (The Canadian Engineer, Sept. 15, 1921. p. 1, 6-7.)

ROBY, Harrison G. Government engineers report on St. Lawrence waterway; engineering features of navigation and power development of river from Lake Ontario to Montreal, as reported to International Joint Commission by Col. W. P. Wooten and W. A. Bowden. (Engineering News-Record, Sept. 8, 1921. p. 402-406.)

Welfare Work

UNITED STATES. Bureau of Labor Statistics. Mutual relief associations among government employees in Washington, D. C., by Victoria B. Turner. 1921. 38 p., tables. (Bull. no. 282.) VF

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CLEVELAND. City Plan Commission. The Cleveland zone plan. Report to the City Plan Commission outlining tentative zone plan for Cleveland, by Robert H. Whitten and Frank R. Walker, city plan advisors. 1921. 23 p. 352.583C6

FORD, George B. Zoning; zoning is so logical and reasonable that it must come sooner or later — it is inevitable. (National Real Estate Journal, Sept. 26, 1921. p. 41-44.)

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Volume VII

19 October 1921

Number 50

What Other Cities are Doing

A notice in a *Cedar Rapids*, Iowa, newspaper reads:—"The tenant may have asked the landlord to have the matter attended to and dismissed the question from his mind on the promise of the landlord to give it his attention. The landlord had other things to attend to and perhaps has neglected that flue or smoke pipe. Don't bother him again but call '369 No Fire,' and the fire department will, without cost to you, advise what, if anything, is necessary to be done to prevent a fire, for the Cedar Rapids plan is to keep a fire from starting as well as to extinguish it after it has once started."

The *Denver* Rent Commission which inaugurated its work in June, 1921, reported to Mayor Bailey after its first month's activities that "in the main there has been saved to the people of our city many thousands of dollars through rent reductions actually accomplished and promised raises nullified... Without a single exception, cases have been amicably adjusted and there has been no need of recourse to our courts." In July, 373 cases were handled, involving 495 tenants. Most of the cases resulted in reductions which varied from \$1.00 to \$30.00 per month. In September, rent reductions were secured for 366 tenants, ranging from \$2.00 to \$10.00 per month.

Board of Freeholders of *Alameda County*, California, including Oakland and Berkeley, has completed and submitted to the voters a new consolidated city and county charter with a city and county manager. A system of boroughs is provided, with borough boards of trustees with limited jurisdiction in each city and town.

Multnomah County, Oregon, has a new Tax Supervising and Conservation Commission which has jurisdiction over the budgets and tax levies of eighty municipalities.

An attempt to develop an examination which will prove most effective in selecting competent police officers has been undertaken by the Police Department and the Bureau of Government Research in *Detroit*.

Calgary, Canada, City Council has passed the minimum service tax, which will apply to all citizens who do not pay taxes of any other kind.

Mayor Kiel of *St. Louis* has appointed a Commission on Unemployment, one of the members of which is the librarian of the Municipal Reference Library, Lucius H. Cannon.

Plans for a subway system and tunnel for the City of *Havana* have been approved by the Cuban Railroad Commission and the Cuba North and South Railroad Company has been organized to promote the project.

Providence, R. I., has made a five-year contract for the collection of garbage, which is to be fed to hogs. The average yearly contract price is \$80,000.

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— Summary of reports of street railway companies operating in the City of New York, for the quarter Jan.-March, 1921.

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ETTINGER, William L. Economy in school administration; Superintendent William L. Ettinger, in annual address, asks for conservation in all departments. (School, Sept. 22, 1921. p. 59.)

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JOHNSON, George A. Treatment of city's sewage; what balance should be maintained between filtration and sewage purification? stream pollution, activated sludge and direct oxidation processes great advances in sanitation. (The Canadian Engineer, Sept. 22, 1921. p. 1, 6.)

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HALVERTON, H. A. The Houston plan of valuation and taxation — Part I. (American City, Sept., 1921. p. 251-253.) Part II. (American City, Oct., 1921. p. 335-337.)

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RELIEVING unemployment. (Seattle Municipal News. Oct. 8, 1921. p. 3.)

TOLEDO organizes for unemployment relief. (Toledo-City Journal, Oct. 8, 1921. p. 418.)

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Quite an exhaustive bibliography of recent literature. The arrangement is alphabetical by authors and made easily usable by a subject index. Prepared especially for the National Conference on Unemployment.

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NOTES

PUBLISHED weekly except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$2.00 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

26 October 1921

Number 51

Your Library — Can it Help You ?

Early in the year interest centered in the Unemployment problem. In response to the first calls from city officials for material on this subject, this Library compiled, in March, 1921, an extensive annotated bibliography on Unemployment. This 32-page typewritten list of references available in this Library has been consulted many times and copies which were made have been requested by departments of other cities and by state and federal departments. It has been borrowed by at least twenty-five persons or departments in all parts of the country. The most comprehensive investigation has been made by Secretary Hoover's Unemployment Conference in Washington and even for this purpose we are assured by the Chief of the Division of Documents of the Library of Congress that "your list has already been of assistance to us in aiding the workers connected with the Conference." Some of the research experts have also made use of our resources before starting for Washington. A piece of work done as an aid to a city official after serving its primary purpose often continues to be used in other localities and by other officials struggling with similar problems.

Let the Municipal Reference Library know the jobs ahead of you and we will be glad to assist you by marshalling before you the experiences of other cities on the same problem and all facts or theories available in print.

A New Brooklyn Directory

The Brooklyn Chamber of Commerce Bulletin for October 15, 1921, bears the title, "Brooklyn Register," 1921-1922. It is a classified list of the membership of the Chamber. It contains more than 3400 names of the leading business and professional men of Brooklyn. The classification is grouped into 56 sections, arranged alphabetically; under each section are a number of subdivisions. The Register is easily used as there is, in addition, an analytic subject index. No Directory has been published of Brooklyn since 1913, and this Register will, in part, take the place of a complete city directory.

Facts about New York City

The Merchandising Department of the New York World has brought between the covers of an 80-page pamphlet entitled, "A Key to the World's Greatest Market," an amazing amount of miscellaneous information about New York City. The chapter headings "World Capital," "First City of the U. S. A.," "A World Principality," may give an idea of type of facts given. Everything from number of houses in the city, amount of food eaten, number of books read, to the amount of money here, may be found, much illustrated by charts, diagrams and photographs. The second part of the pamphlet is devoted to The buying centers of Greater New York. Seventy-three such concentrations of retail business are described, with photographs and charts. Lists of representative stores and chain stores and the tabulation of independent and smaller stores, it is claimed, are accurate and complete. Finally, comparisons of newspaper reader statistics are given. No index has been made of the contents.

A Health Centenarian

Dr. Stephen Smith, founder and first president of the American Public Health Association, is to be guest of honor at its fiftieth annual meeting held in New York City, Nov. 8-19th. Dr. Smith is in his 99th year and is still active in health work. He was the first Commissioner of Health in New York City during the years 1866-1875.

This "Health Fortnight" will include three major divisions, the Health Institute, the Health Exposition and the Annual Meeting. For more details see The Weekly Bulletin of the Department of Health for Oct. 15, 1921.

Committee on Non-Partisan Facts

Committee on Non-Partisan Facts about New York's 1921 Campaign and Budget has announced that it has opened a "Guaranteed Fact Factory," using the phrase coined by Comptroller Craig. The mem-

bers of the committee are Herman A. Metz, chairman, former Comptroller; Col. Wm. B. Parsons, civil engineer; F. W. Hinrichs, lawyer; Richard Welling, lawyer; and William H. Allen of the Institute for Public Service. The committee is neither for nor against any candidate or party, and will neither report nor suppress a fact because it will help or hurt a candidate or party. It is believed that many citizens and agencies will wish to base their discussions on facts verified for non-partisan purposes.

A New Index of Municipal Literature

A new series of pamphlets known as "Tablettes Documentaires Municipales; Bibliographie analytique des etudes et informations relatives aux questions municipales" is being issued by L'Union Internationales des Villes from their head office in Brussels. Each Tablette is devoted to one subject as for example, Voirie (Streets), Administration, Water Supply (Eaux), Sewers (Egouts), or Garbage disposal (Immondices). It is an annotated bibliography of the best periodical literature of all countries. The title entry of the article is made in the language in which it was written, followed by a translation in French. The annotations are in French. It is a monthly publication with a number of pamphlets each month, and the notes of evaluation give it a distinct value.

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SERVICE Citizens of Delaware. Americanization in Delaware, 1920-21. Sept., 1921. 59 p., illus. (Bull. v. 3, no. 2.) VF

Baths

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Public baths—cities of the first and second class, by Harold Werner. Bathing problems in big cities, by Col. Frank H. Hines.

Budgets

SHANGHAI. Municipal Council. Annual report for the year 1920 and budget for the year 1921. 352.15Sh1

Charters

HARTFORD. Charter. The compiled charter and revised ordinances of the City of Hartford. 1920. 157 p. + 262 p. 352.132H3

Charters, continued.

NORFOLK, Va. Charter. The charter and the general ordinances of the City of Norfolk, passed prior to Jan. 1, 1920; codified, supplemented and revised by Herbert G. Cochran, passed April 6, 1920, effective April 14, 1920. 1920. 1026 p. 352.132N8

POUGHKEEPSIE. Charter. Charter, together with the Police Pension Bill, act creating the City Court, Tuberculosis Hospital, Teachers' Pension Bill, also rules and by-laws of the Common Council, revised to July 1, 1920. 1920. 113 p. 352.132P88

YONKERS. Charter. Charter, consisting of the second class cities law and the supplemental charter of the City of Yonkers; together with special statutes as amended at the close of the Legislative Session of 1919. 1919. 317 p. 352.132Y5

City Manager — Plan

CITY MANAGERS' Association. City-manager municipalities corrected to Aug. 15, 1921. (In: Yearbook, 1921. p. 241-246.) 352.19C49

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ADAMS, Thomas. Reserving productive areas within and around cities; a proposal to substitute agricultural wedges for zones. American Institute of Architects. Journal. Oct., 1921. p. 316-319.)

GRAY, George H. The land question as related to city planning and housing. (American Institute of Architects. Journal. Oct., 1921. p. 330-337.)

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DETROIT. Board of Education. Seventy-eighth annual report for the school year ending June 30, 1921. 379D6

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NEW YORK STATE. Statutes. The Election Law; being Chap. 17 of the consolidated laws containing amendments of 1921, together with notes and instructions and political calendar. 1921.

Employment Agencies

MASSACHUSETTS. Department of Labor and Industries. Annual report on the public employment offices for the year ending Dec. 31, 1920. 331.86M4

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NEW ROCHELLE. Comptroller. Nineteenth annual report for the year 1920. 352.29N46

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NEWARK. Department of Revenue and Finance. Annual report of the Director for the fiscal year 1920. 352.29N6

YONKERS. Comptroller. Annual report, 1920. 352.29Y5

Government, Municipal

JACKSONVILLE. City Commission. Report covering the years 1917 to 1920, both inclusive. 352.09J3

A LONG and enviable mayoralty record. (Engineering News-Record. Sept. 22, 1921. p. 495.)

PORTLAND, Me. Municipal reports for the year 1920. 352.09P7

POUGHKEEPSIE. Annual reports of the several departments of the city government for the year 1920. 352.09P88

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CURRAN, Henry H. One hundred million dollars in new housing under tax exemption. (National Municipal Review. Oct., 1921. p. 502-505.)

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KAPLAN, Abraham. [The work of the Lockwood Committee.] (In: Conference of Governors. Proceedings, 1920. p. 125-134.) 354C76

REAL ESTATE BOARD of Baltimore. A survey of housing conditions, Baltimore, Maryland; prepared by a Special Committee created by the... and in co-operation with the Police Department of Baltimore City. 1921. 14 p. VF

SELLIER, Henri. Housing problem and public action in France. (Garden Cities and Town Planning. Sept., 1921. p. 208-214.)

SMITH, Alfred E. Housing problems and ways of promoting home ownership. (In: Conference of Governors. Proceedings, 1920. p. 112-124.) 354C76

Rapid Transit

RADICAL readjustment proposed in New York City; Transit Commission suggests, among other things, unification of entire transit system, ownership by city, operation by three operating companies under management of one holding company, surrender of all existing franchises of whatever nature. (Electric Railway Journal. Oct. 1, 1921. p. 557-560.)

RASCHIG, Frank L. Cincinnati's rapid transit system and the city plan. (In: National Conference on City Planning. Proceedings, 1920. p. 36-42.) 352.58N21

Street Railways

EIGHT-CENT Jersey fare; U. S. court restrains utility board from enforcing its seven-cent fare order. (Electric Railway Journal. Oct. 15, 1921. p. 717.)

GADSDEN, P. H. A city without a street car; in Des Moines a long and bitter controversy ended with a stoppage of all trolley service; so far the experiment hasn't encouraged other town to follow suit. (The Nation's Business. Oct., 1921. p. 28.)

MORGAN, Clinton E. Making transportation serve — and sell. (Electric Railway Journal. Sept. 24, 1921. p. 499-504.)

NEW YORK CITY. Board of Aldermen. Commissioner of Plant and Structures — report of operations of the Staten Island Midland Railway for period Dec. 1, 1920, to June 30, 1921. (In: Proceedings, Oct. 11, 1921. City Record. Oct. 14, 1921. p. 6286.)

TRYING out trackless trolley cars; street railway companies may soon adopt the new trollibus declared to be a great saving over the present trolley cars — to be discussed at convention. (State Service. Aug.-Sept., 1921. p. 344-347.)

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Volume VII

9 November 1921

Number 52

Staten Island Tunnel

For years it has been proposed that a tunnel be constructed under the Narrows to Staten Island. In response to a request of the Board of Estimate and Apportionment on October 17, 1919, the Transit Construction Commissioner submitted a report covering rapid transit affecting Staten Island; seven methods of connecting Richmond Borough with the existing systems were suggested. Chapter 700 of the Laws of 1921, approved May 12, provided for a freight and passenger railroad tunnel under the Narrows from Long Island to Staten Island. The Board of Estimate and Apportionment is given authority to select the sites, to decide upon construction, and to fix all charges and tolls, etc., in accordance with the provisions of the Charter for local improvements. The law requires that the construction of this Tunnel shall begin within two years from date of passage of the law. The City may lease the Tunnel to transportation companies when it is completed.

On May 20, 1921, a committee was appointed by the Board of Estimate and Apportionment, the members of which are the Chief Engineer of Board of Estimate and Apportionment, the Commissioner of Docks, Commissioner of Plant and Structures, and Engineer of the Borough of Richmond, to confer with representatives of the railroads with respect to the development of a plan for the joint use of this proposed Brooklyn-Richmond freight and passenger tunnel. The Committee has presented a preliminary report, dated October 15, 44

printed pages, with five maps and several diagrams. It recommends that all the railways serving the City be connected with the tunnel, and to accomplish this as a part of the project a great outer belt line should be constructed. Separate reports from J. B. Snow, the Tunnel Engineer, from W. J. Wilgus and J. F. Sullivan as consulting engineers, which give specific recommendations for construction are included. It is estimated that an investment of \$141,000,000 would be required to carry out the entire project, \$51,000,000 for the tunnel itself.

This Tunnel will form a link in the rail connections for Staten Island with New England lines on the north and east and Long Island with the trunk lines of New Jersey to the south and west. It is an important step in the development of the freight terminal facilities of the port.

International Union of Cities

Last week we mentioned the periodical and bibliographical index of the L'Union Internationale des Villes. This Union was founded in 1913. Its purpose is to aid in the development of towns and cities, their construction and administration. The headquarters at Brussels, Rue de la Regence 3 bis, purposes to be a clearing house in regard to all municipal endeavors. Membership in the Association includes four classes, honorary, active, corresponding and subscribing members. Inquiries should be addressed to the Directeur de l'Union or to Mr. Stephen Child, Landscape Architect, Room 647, Tremont Building, Boston, Mass., who has been delegated to further its interests in America. "Les Tablettes Documentaires Municipales" is the Union's only publication, and will undoubtedly be much appreciated by all its member municipalities.

BOOK REVIEWS

Public Welfare

At no time in our history has there existed a greater need than at present for an appraisal of our urgent problems of poverty and dependency. The situation growing out of the war has brought to everyone's attention the conditions that menace our national welfare, and the startling fact that in rich America there is a constantly growing number of frugal, industrious people who are not able to maintain a decent standard of living. Dr. John Lewis Gillin, Professor of Sociology in the University of Wisconsin in his *Poverty and Dependency, their Relief and Prevention* (New York: Century, 1921. 707 p. 339G41), has presented to us the outstanding facts concerning these closely related problems. He has first made an exhaustive analysis of the conditions that bring about poverty and dependency. He has followed this with a critical study of methods used during the last two centuries to relieve distress, with suggestions for the improvement of these methods, and has

finally given us the benefit of his years of research and experience as a social worker as to how such conditions may be prevented. Though designed as a text book for college students, it meets the needs admirably of the general reader and civic worker. An exhaustive index renders it valuable as a reference work.

Population and its Distribution

The J. Walter Thompson Company in their new edition of *Population and its Distribution* (New York, 1921. 335 p. 310T37) has compiled a valuable reference book for research workers. Population statistics based on the 1920 census are given for states, cities and villages of over 500 inhabitants. Figures taken from trade sources give by states the number of telephones, electric passenger cars, electrically wired houses, central power stations, and the number of automobiles and trucks registered on Jan. 1, 1920. To aid manufacturing concerns in routing sales agents, planning sales campaigns

and placing advertising, the publishers have compiled statistics giving the number of wholesale and retail dealers in practically every trade, listing them for each state and for every city of 50,000 or over.

Special Libraries Directory

This very useful directory is the culmination of efforts made by the Special Libraries Association and by several of the local organizations, edited by Dorsey W. Hyde, Jr., president. (Published by the Special Libraries Association, 3363 Sixteenth St., Washington, D. C., 1921. 123 p.)

The main part of the directory contains an annotated and classified list of 400 of the special libraries in the United States; the note gives a brief description of the scope and character of each library. The address and librarian's name are included in each entry. Then follows a geographical list of special libraries, some thirteen hundred in number, and in most cases the address of the library and name of librarian. The arrangement is alphabetical by state and then city. A subject index completes the volume.

As a first attempt toward the assembling of authoritative information of the present extent of the special library movement in the United States the Association and its president and editor are to be commended. It is a useful guide for all special librarians, public librarians, business men and research workers. A criticism of it can be made in that the names of many public libraries are included which, according to the facts given, do not show that they are special libraries or have special collections.

Cooperation

Probably in no country of the world have cooperative institutions a firmer hold than in

Scotland. In commemoration of the Golden Jubilee of the Scottish Co-operative Wholesale Society, Mr. James A. Flanagan has given us an account of how the Society is constituted, how it came into being, by what means it has attained its present enormous growth, and what services it has actually rendered the people of Scotland. He also describes in great detail the different factories and warehouses under the management of the Society. He brings out the astonishing fact that its membership of men and women with their families comprise over half the people of Scotland. *Wholesale Co-operation in Scotland* (Glasgow: Scottish Co-operative Wholesale Society Ltd., 1920. 478 p. 334F61).

Niagara Falls

Every lover of the natural beauty of forest and stream will be interested in the *Anthology and Bibliography of Niagara Falls*, published by the State of New York, 1921, and compiled by Charles M. Dow, former Commissioner of the State Reservation at Niagara. The reader will find in this monumental work a veritable source book on the literature of the Falls. In Volume I, the author gives extracts from the writings of the earliest French explorers and continues with accounts of explorers and travellers up to the twentieth century. Included in this volume are selections from the writings of eminent scientists on the flora and fauna, geology and physics of the locality. Volume II contains an anthology of the music, poetry and fiction that has been written about the Falls. This volume also includes a very complete bibliography on its industrial development and on the efforts that have been made to preserve its natural beauty. Both volumes are beautifully illustrated. The value of the work is enhanced by a very complete author and title index.

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BELL, William H. Accountants' reports. Ronald Press, 1921. 247 p., typewritten. 657B41

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MASSLICH, Chester B. The effect of tax limits on county and municipal bonds. (Public Roads, Sept., 1921. p. 21-22.)

McDONNELL, R. E. Modern methods of carrying bond elections. [1921.] 8 p. VF

Charters

RICHMOND. Charter. Charter as amended by act of General Assembly, approved March 6, 1918; ratified by election held Aug. 6, 1918, effective Jan. 1, 1919. 1919. 116 p. 352.132R5

Citizenship

MASSACHUSETTS. Department of Education. Thirty lessons in naturalization and citizenship; an outline for teachers of adult immigrants. Nov., 1921. 119 p. (Bull. no. 39.) 326.1M4t

City Planning

CITY Club of Portland. City plan of the west side flat of Portland, its street system,

City Planning, continued.

structure and traffic facilities; a preliminary study by the City Planning Bureau... Oct., 1921. 27 p., illus., diagrs., map. 352.582P8ws

Concrete

ILLINOIS. University. Studies on cooling of fresh concrete in freezing weather, by Tokujiro Yohsida. 1921. 63 p., tables. (Engineering Experiment Station bull. no. 123.) 620.136I3

Crime and Criminals

SMITH, Reginald H. Cleveland's crime survey; summary of report based on most complete investigation of courts, judges, bar, procedure and civic conscience ever made. (American Judicature Society. Journal. Oct., 1921. p. 68-83.)

Education

KANSAS. State Normal School, Emporia. References on school consolidation and related topics. June, 1921. 18 p., typewritten. VF

Education, continued.

ST. LOUIS. Board of Education. Report of the secretary and treasurer for the fiscal year 1920/21. 371.2S2

SHOULD Boards of Education be independent of the city government? (American City. Oct., 1921. p. 307-308.)

Health Education

UNITED STATES. Bureau of Education. Suggestions for a program for health teaching in the elementary schools, by J. Mace Andress and Mabel C. Bragg. 1921. 107 p., illus. (Health education no 10.) 614Un3su

Insurance

RHODE ISLAND. Insurance Department. Directory of insurance companies and their agents, insurance brokers and fraternal benefit societies, corrected to June 20, 1921. 1921. 104 p. 368R4

Labor

NEW YORK STATE. Statutes. Labor law with amendments, additions and annotations to Aug. 1, 1921.

Law

CIVIC Federation of Dallas. The laws of Texas relating to: labor, children, education, health and sanitation, marriage and divorce, rights of married women, delinquency, dependency and juvenile courts, state institutions, penitentiaries and jails, gambling and disorderly houses, public morals, elections... Sept., 1921. 240 p. 343.4T4

NEW YORK STATE. Convention to Consider and Adopt Rules of Civil Practice. Rules of civil practice adopted June 17, 1921, effective Oct. 1, 1921. 1921. 136 p.

Manuals

CAMDEN. City Council. Manual for 1920-1921. 352.05C22

NEW BEDFORD, Mass. Common Council. Municipal manual, 1921. 328.4N3

Manufactures

AMERICAN Manufacturers Export Association. Yearbook; classified directory of American manufacturers, 1921. Am3

Milk Supply

PROVIDENCE. Inspector of Milk. Report for the quarter ending March 31, 1921. p614.32P9m

Motion Pictures

WOMEN'S Co-operative Alliance, Inc. Better movie movement; the Minneapolis better movie movement plan and the report of a survey of the Minneapolis motion picture houses... 1921. 32 p. (Publication no. 38.) VF

Police

CHICAGO. Police Department. Annual report for the year ending Dec. 31, 1920. 352.35C4

Ports

CITY surveys of rivers and harbors at Milwaukee; triangulation on river channels to establish dock lines — hydrographic work in lake — organization and equipment — field work and mapping. (Engineering News-Record. Oct. 6, 1921. p. 558-561.)

PHILADELPHIA. Department of Wharves, Docks and Ferries. On the Delaware River; the Port of Philadelphia. 1921. 15p., illus. VF

SNOW, Chauncey D. How a free port operates; cities in Northern Europe take it for granted that the United States needs considerable help in trading with Russia and they are far from backward in presenting their peculiar advantages. (The Nation's Business. Oct., 1921. p. 22-23.)

UNITED STATES. Coast and Geodetic Survey. New York Harbor. no. 369. 1921. Scale, 1:40,000.

Unemployment

LASKI, Harold J. England's unemployed. (The Survey. Oct. 15, 1921. p. 71-72.)

PRESIDENT Harding's Conference on Unemployment adjourns — adopts permanent relief program. (Commercial and Financial Chronicle. Oct. 15, 1921. p. 1636-1637.)

REPORTS of committees on municipal organization and unemployment agencies of National Unemployment Conference. (Commercial and Financial Chronicle. Oct. 15, 1921. p. 1638.)

Voting

HALLETT, George H., jr. New voting plan in Sacramento; capital of California electors choose their city officials by proportional representation and say it works well — direct primaries unnecessary. (State Service. Aug. & Sept., 1921. p. 348-352.)

Zone System

CLEVELAND. Heights. City Planning and Zoning Commission. Report, June 6, 1921. 4 p. VF

CLEVELAND Heights. Ordinances. Planning and zoning ordinances adopted Aug. 2, 1921. 1921. 16 p., map. VF

SWAN, Herbert S. The law of zoning; a review of the constitutionality of zoning regulations which control buildings in accordance with a general plan of municipal development. (Supplement to National Municipal Review. Oct., 1921. p. 519-536.)

We have omitted one week's issue, under date of Nov. 2, in order that the future numbers may be printed and distributed on time, by the date of publication.

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New York Public Library

MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$2.00 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

16 November 1921

Number 53

New Police Journals

The Chicago Police Department publishes a monthly magazine known as "Main 13," which is the telephone number of the Department. The current issue is the fourth number of the first volume. It is a creditable publication, typographically pleasing, with a colored cover and many illustrations within its 36 pages. It is "devoted to news of the Police Department and articles of interest to the policeman and his family." There are technical articles by competent writers, humorous articles, statistics of the department's work, hints for the housewives, and a section devoted to the men who receive "creditable mention." All city employees may consult "Main 13" in this Library. They will enjoy reading it.

The only other municipal police department publication is "The Police Journal" of St. Louis; see the "Notes" of March 23, 1921.

The New South Wales Police Association, 89 Phillip Street, Sydney, has a new official organ called "Police News." This monthly publication records matters of interest to the police and public. It is a magazine of 48 pages, carrying the news of the Association and the police activities of the country, as well as articles, stories, and a few illustrations.

MONTHLY LIST OF NEW YORK CITY PUBLICATIONS

No. 68

- Board of Aldermen.** Calendars for Oct. 18, 25, Nov. 15, 1921. no. 66-68. AL2.15
- Proceedings of meetings held Aug. 26, Sept. 21, Oct. 11, 18, 25, 1921. p. 73-366. AL2.16
- Proceedings of meetings held Oct. 11, 18, 25, 1921. (City Record. Oct. 14, 20, 27, 1921. p. 6239-6298, 6387-6392, 6567-6575.)
- City Record. v. 49, no. 14707-14731. Oct. 1-31, 1921.
- Board of City Record.** Index to City Record. v. 49, no. 14682-14706. Sept. 1-30, 1921.
- With City Record of Oct. 26, 1921.
- List of registered voters for the year 1921.
- Municipal Civil Service Commission.** Minutes of meetings held June 8, 9, 13, 14, 15, 16, 17, 21, 22, 23, 24, 25, 27, 29, 30, July 1, 5, 6, 7, 8, 11, 12, 13, 18, 20, 22, 26, 27, 29, 1921. (City Record. Oct. 15, 20, 22, 28, 29, Nov. 3, 1921. p. 6323-6325, 6397-6399, 6429-6432, 6604-6606, 6637-6641, 6757-6761.)
- Board of Education.** Information about the continuation schools, 1920/21. 1921. 16 p. Ed9.36co
- Journal for Aug. 3, 10, 1921. p. 1405-1555. Ed8.16
- School Library bulletin. v. 15, no. 2. Nov., 1921. Ed8.24
- Board of Elections.** [Proposed amendments to the Constitution of the State of New York to be voted on Nov. 8, 1921.] 1921. 4 p. EL2.65
- Board of Estimate and Apportionment.** Calendar for Oct. 21, 28, 1921. no. 57-58. Es8.15
- Supplemental calendar for Oct. 28, 1921. no. 58a.
- Minutes, Jan. 1 to Feb. 28, 1921. v. 1. p. 1-1248. Es8.16
- Minutes of meetings held Sept. 30, Oct. 7, 1921. (City Record. Oct. 25, Nov. 1, 1921. p. 6460-6525, 6680-6714.)
- Preliminary report of a special committee consisting of the Chief Engineer of the Board, the Commissioner of Docks, Commissioner of Plant and Structures, and the Engineer of the Borough of Richmond, concerning the Brooklyn-Richmond freight and passenger tunnel. Oct., 1921. 44 p., maps. Es8.66B79
- Proposed budget for 1922. [1921.] 644 p. 2 parts. Es8.11pb
- Sewage disposal bulletin no. 18. Oct. 1, 1921. 16 p. Es8.04
- Department of Health.** Food and Drug Bulletin. v. 3, no. 9. Sept., 1921. H34.24d
- Monthly bulletin. v. 11, no. 9. Sept., 1921. H34.24m
- School Health News. v. 7, no. 8. Oct., 1921. H34.24s
- Weekly bulletin. n. s., v. 10, no. 42-44. Oct. 15, 22, 29, 1921. H34.25
- Department of Public Welfare.** Report for quarter ended June 30, 1921. (City Record. Oct. 29, 1921. p. 6641-6645.)

Commissioners of the Sinking Fund. Calendar for Oct. 27, 1921. no. 21. meeting no. 28. **Si6.15**

— **Proceedings of the meeting held Oct. 11, 1921.** (City Record. Oct. 29, 1921. p. 6623-6637.)

Board of Standards and Appeals. Bulletin. v. 6, no. 42-44. Oct. 18, 25, Nov. 1, 1921. **B86.25**

Department of Street Cleaning. Report for quarter ended Sept. 30, 1921. (City Record. Oct. 31, 1921. p. 6665-6666.)

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— **Reports of decisions covering the periods from May 1, to May 31, June 1, to June 30, 1921.** v. 1, no. 1-2. p. 1-26.

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The prevention of juvenile delinquency by community organization, O. F. Lewis.

Care and training of delinquent boys, Hobart H. Todd.

Relation of parents and children, Ruth Taylor, Mary L. Farrell, Anna B. Fox.

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 MOULTON, F. R. The garbage problem; a discussion of garbage collection and disposal and an explanation of the proposed plant for Lawrence. (Kansas Municipalities, Sept., 1921. p. 8-12.)
 WESTON, Robert Spurr. The disposal of trade wastes. (In: American Society for Municipal Improvements. Proceedings, 1920. p. 33-41.) 628Am3

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BALDWIN, Ward. Terminal problems in the city plan of Cincinnati. (In: National Conference on City Planning. Proceedings, 1920. p. 60-75.) 352.58N21
 CHICAGO. Railway Terminal Commission. Report of John F. Wallace, Chairman, submitted to the Mayor and City Council, March, 1921. 1921. 33 p., 21 plates, map. 385.7C4re

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O'BRIAN, John. Police traffic regulations of New York City; traffic organization outlined—address urges standardization of traffic signs and signals and says time is opportune for co-operation in highway traffic regulation. (Electric Railway Journal. Oct. 8, 1921. p. 603-604.)

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MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$2.00 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

23 November 1921

Number 54

Sewage Disposal Bulletin

In June, 1917, the Chief Engineer and the Sanitary Engineer of the Board of Estimate and Apportionment began to publish the "Sewage Disposal Bulletin." It was intended for city officials and engineers interested in the development of plans for sewerage in the several boroughs of the City of New York. It appeared in mimeograph form once every three months until Jan. 1, 1920, when it was first printed. It is still published in printed form as a 16-page quarterly bulletin. The best articles on sewage disposal in the standard technical journals, such as "Public Works," "Engineering News-Record," "Engineering & Contracting," "Municipal and County Engineer," "Canadian Engineer," "Public Health Engineering Abstracts," and in the proceedings of the Societies are abstracted or the pertinent facts of each quoted. In this way, the plans of other cities and the discussion of new methods of sewage disposal are brought together in a convenient form. Only a limited number of these Bulletins are printed and distributed among the city officials. All are welcome to consult this useful Bulletin in the Municipal Reference Library and all articles referred to may be read in full in this Library.

What Other Cities are Doing

The municipal government of *Buenos Aires* has gone into the grocer's and butcher's business in an effort to decrease the high cost of living.

A commission has been appointed by Commissioner of Health Robertson in *Chicago* to study the diphtheria condition in the city and devise methods for a drive against this disease.

An effort is being made in *Sacramento, Cal.*, to frame a county charter which will apply the city-manager principle to the county government.

The county manager came into existence in *Milwaukee County, Wisconsin*, in August; he is, however, only manager of the county institutions under the control of a board of trustees.

A proposed \$20,000 bond issue for the establishment of a municipal coal yard in *Lincoln, Nebraska*, is soon to be voted on.

Of the total number of automobiles registered in the *United States* (approximately 8,500,000) 10,314 are municipally owned cars and trucks.

Municipal street cleaning in *Philadelphia* was established in two of the city's thirteen districts on Jan. 1, 1921. The City Council has committed itself to Jan. 1, 1922, as the date for making it a city-wide plan.

There are fifteen cities in the *United States* that own and operate municipal slaughter houses, according to the report of the Bureau of Animal Industry.

San Francisco uses a motor-driven device that has been invented to help the traffic policeman. When the policeman wants traffic to stop or pass in either direction he pushes a button and the motor turns the sign and blows a whistle.

According to a survey made by the National Lumber Manufacturers Association, only 410 cities in the *United States* (27%) have a building law. Of the larger cities (those over 25,000 population), 223, or 80% have building codes. It is not uncommon for these building codes to be contained in minutes of the common council or in a bulky code of ordinances which is difficult to use for reference, and expensive to purchase.

Cleveland has adopted city manager form of government as decided by the election on Nov. 8. It is the largest city in the *United States* to have this form of government.

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FESTIVAL of the foreign born; "America's Making" to show immigrants' share. (Better Times. Oct., 1921. p. 12.)

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REGULATION of utilities in Wisconsin; power of Wisconsin's Railroad Commission strengthens utility securities in that state — adequate revenue in return for satisfactory service gives badger state a perfect record in number of utility receiverships — "Efficiency instead of politics" is keynote of commission's success. (*Electric Railway Journal*. Oct. 29, 1921. p. 765-768.)

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McELROY, James A. Sewage treatment plant at Bridgeport, Connecticut. (In: *American Society for Municipal Improvements. Proceedings*, 1920. p. 19-32.) 628Am3

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Street Railways

BUFFE, F. G. Greater operating efficiency enables better merchandising of the service. (*Electric Railway Journal*. Sept. 24, 1921. p. 475-480.)

New tower truck for Detroit; three-section tower located near the center of the body can be raised or lowered either by hydraulic pressure or by hand. (*Electric Railway Journal*. Oct. 15, 1921. p. 680.)

ONE-MAN operation saves \$110,000; all cars in Davenport, Iowa, now operated with one man — experience in several Iowa cities confirms practicability of using but one man with large cars — separate entrance and exit provided. (*Electric Railway Journal*. Oct. 22, 1921. p. 727-728.)

JERSEY charging 8 cents; Public Service Railway has put new rate into effect under court's restraining order. (*Electric Railway Journal*. Oct. 22, 1921. p. 755.)

Taxation

COMPTROLLER says 1922 tax rate will be slightly reduced; budget of \$350,516,524.59, adopted by Board of Estimate, now before Board of Aldermen, which can only reduce items. (*Record and Guide*. Nov. 5, 1921. p. 585.)

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Unemployment

GOVERNMENT's proposals for unemployment relief; full text of announcement made by Minister of Labor; pay third of cost; universally urged that employment rather than relief be provided. (*The Canadian Engineer*. Oct. 27, 1921. p. 1, 4.)

MERCHANTS' Association of New York. Idleness in New York City only 13.5 per cent; actual figures disclosed by the Committee on Unemployment Statistics, after careful investigation, punctures exaggeration and shows that out of 2,531,747 workers, but 343,000 now have no jobs — bird's-eye view of situation proves encouraging. (*Greater New York*. Nov. 7, 1921. p. 4-5.)

SOCIAL agencies mobilize to meet unemployment; situation calls for all resources. (*Better Times*. Oct., 1921. p. 1, 14-16.)

New York Public Library Municipal

MUNICIPAL

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NOTES

PUBLISHED weekly except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$2.00 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII**30 November 1921****Number 55**

OUR CITY

"Today New York is ... the most fascinating city in the world. She is like a young woman, splendid in her unconscious strength and beauty, cold and hard perhaps, but only as youth always is. She doesn't soothe the nerves; she stimulates to action. Her abounding vitality is a constant challenge."

Port Series

The War Department, Board of Engineers for Rivers and Harbors, has begun the publication of a Port Series. Number 1 is devoted to the Port of Portland, Maine. This series is to give information not heretofore available concerning the principal ports of the United States. All data essential to a vessel desiring to call, or to enable a shipper to make a comparison of facilities and charges for any particular class of business, can be ascertained. Maps, aerial photograph, charts and tables make the facts more easily available. No index is appended, but the arrangement of the contents is clear, and black-faced type make the headings stand out. Municipal officials will be interested in this series because it will give a basis for comparison, and such complete surveys will bring out advantages and disadvantages of each port.

High Cost of Rats

The Fire Prevention Committee of the Building Managers and Owners Association of New York has issued the following bulletin to its members: "The upkeep of rats has gone up. A year or so ago, some one figured out that it costs us \$1.80 per person per year to feed the rats in the United States. Recent figures compiled by a British expert place this cost in the United States at \$750,000,000 a year, which is a trifle over \$7.00 per person. This is simply for food consumed and destroyed and has nothing whatever to do with the very considerable fire loss they cause.

"Needless to say we are urged as an economic measure to exterminate the rats; also you will recall what Dr. Copeland had to say to us along this line last Winter as pertaining to public health. Viewed from all angles they are a menace."

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Bridges

WINDSOR-DETROIT suspension bridge; will have a span of 1,803 feet and be double deck construction to accommodate railway and highway traffic — present intention to build highway bridge first and complete structure later. (The Canadian Engineer. Oct. 27, 1921. p. 1, 12.)

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Community measures to conserve child life, by Ellen C. Potter.

Positive health for American childhood, by Harriet L. Leete...

B — The mental hygiene movement and child welfare

Some aspects of the mental hygiene of the child, by Leonard Blumgart.

Childhood: the golden period for mental hygiene, by William A. White.

Mental hygiene problems of normal adolescence, by Jessie Taft.

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C — The public school as a social agency

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Appendix — The standard of living among one hundred negro migrant families in Philadelphia, by Sadie Tanner Mossell.

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OVER 550 platoon cities; what campaign by fire service has accomplished within three years. (Fire Service. Oct. 15, 1921. p. 4-5, 8.)

Golf, Municipal

DUNCAN, John W. Golf in public parks. (The American City. Nov., 1921. p. 376-378.)

Government, Municipal

BALTIMORE and its government. (The Modern City. Sept., 1921. p. 4.)

BOROUGH autonomy questions asked. (Brooklyn Chamber of Commerce. Bulletin. Oct. 29, 1921. p. 1-2.)

Government, Municipal, continued

DODDS, H. W. Recent developments in municipal government in the U. S. [with discussion.] (Canadian Municipal Journal. Oct., 1921. p. 260-264.)

LEA, W. E. The municipality as a business corporation. (Texas Municipalities. Sept.-Nov., 1921. p. 112-116.)

SPRINGFIELD, Mass. Municipal register for 1921. 352.09S82

Infant Mortality

AMERICAN Child Hygiene Association. Statistical report of infant mortality for 1920 in 519 cities of the United States. 1921. 16 p.

Libraries

How the Chicago fire started the public library. (Chicago. Public Library. Book Bulletin. Oct., 1921. p. 125-128.)

LEE, George W. Standardization through sponsorship; the development of an extension service in Boston which aims to give the highest type of service through individual effort — placing the responsibility with committee of one — efficiency in standardization. (Filing and Office Management. Oct., 1921. p. 123-125.)

Lighting of Cities

JENNINGS, W. D. Cost of improved street lighting not the deciding factor; civic pride of Stamford, Conn., and belief that traffic accidents would be decreased by better illumination were factors in increasing yearly lighting expense more than 50 per cent. (Electrical World. Oct. 29, 1921. p. 869-871.)

Milk

The QUALITY and price of milk; a valuable summary from the report of the Commission on Milk Supply, Newport, R. I. (The American City. Nov., 1921. p. 379-381.)

Parks

CAPARN, Harold A. State parks. (National Municipal Review. Supplement. Nov., 1921. p. 583-600.)

Parole

CASS, E. R. A study of parole laws and methods in the United States. Prison Association of New York. 1921. 28 p. VF

Policewomen

BOWEN, Louise De Koven. The police woman's job; what it is and what it should be. (Woman's City Club of Chicago. Bulletin. Oct., 1921. p. 1-2.)

Public Utilities

BAUER, John. Deadlock in public utility regulation; I. Collapse of credit. (National Municipal Review. Sept., 1921. p. 470-474.) II. Nothing ever settled. (National Municipal Review. Oct., 1921. p. 498-502.)

SIXES, George C. The wrangle over public utilities in Illinois. (National Municipal Review. Nov., 1921. p. 543-544.)

Purchasing Methods

FISHER, Edmund D. Principals of purchasing. (The Purchasing Agent. Nov., 1921. p. 583-586.)

STATE Bureau of Municipal Information of the N. Y. State Conference of Mayors and Other City Officials. Regulating municipal supplies. Aug., 1921. 44 p., typewritten. (Report no. 707.) VF

Railroads

VANDERBLUE, Homer B. Railroad valuation by the Interstate Commerce Commission. Harvard University Press. 1920. 119 p. 385V28

Rats

GARRISON, P. E. Practical problems in rat proofing at the Key West Navy yard. 1921. 11 p., illus. VF

Refuse Disposal

DODD, P. Collection and haulage of house and trade refuse. (The Surveyor and Municipal and County Engineer. Oct. 7, 14, 1921. p. 229-230; 253-255.)

TEMPORARY and permanent garbage disposal methods at Baltimore. (Engineering News-Record. Oct. 27, 1921. p. 694.)

Stream Measurement

QUEBEC. Streams Commission. Ninth report for the year 1920. 627.9C28qu

Street Cleaning

MINNEAPOLIS Civic and Commerce Association. Street cleaning problems in Minneapolis. (American City. Oct., 1921. p. 292-294.)

Street Opening

STATE Bureau of Municipal Information of the N. Y. State Conference of Mayors and Other City Officials. Regulating openings in streets. June, 1921. 39 p., typewritten. (Report no. 653.) VF

Street Railways

BETTMAN, Alfred. Dramatic developments in Cincinnati's street car difficulties. (National Municipal Review. Nov., 1921. p. 576.)

JACKSON, Walter. Trackless trolleys at work abroad; what kind of service is now given by trackless trolleys and at what cost?—first-hand data on several of the most important installations are presented, together with comparisons against American estimates—Bradford and Leeds discussed in this article. (Electric Railway Journal. Nov. 12, 1921. p. 859-863.)

N. Y. CITY. Board of Estimate and Apportionment. Department of Plant and Structures—extension of trackless trolley lines in the Borough of Richmond. (In: Minutes, Oct. 21, 1921. City Record. Nov. 16, 1921. p. 7015.)

Street Railways, continued

WESTINGHOUSE Electric and Manufacturing Co. Review of electric railway problems, Oct., 1921. 20 p., illus. (Special pub. 1644.) VF

Terminals

HEGARDT, G. B. Bulk handling plant at Port of Portland, Ore.; City builds addition to municipal ocean-vessel terminal to store and move phosphate rock—include box-car dumper and belt conveyor system. (Engineering News-Record. Nov. 10, 1921. p. 760-763.)

Traffic Regulation

BINGHAMTON, N. Y. Ordinances. Traffic ordinance, approved Feb. 9, 1921. 1921. 18 p. VF

TRAFFIC analysis in New York; the New York Transit Commission is conducting an investigation of traffic conditions on the surface lines in contemplation of recommending a unified co-ordinated system. (Electric Railway Journal. Nov. 5, 1921. p. 824.)

Tunnels

BRIGGS, W. C. Timbered and roof-shield tunneling in deep loose-ground subway section—push-rods embedded in tunnel shell concrete to take reaction of shield jacks—shield-driven work compared with timbered excavation—evidence of heavy roof pressure—unusual grouting experiences. (Engineering News-Record. Oct., 27, 1921. p. 676-681.)

WADDELL, J. A. L. Bridge versus tunnel for the proposed Hudson River crossing at New York City. (American Society of Civil Engineers. Transactions. 1921. p. 570-579.)

Water Rates

NATIONAL Institute of Public Administration. Memorandum in re charges made for water supply for fire protection; results of survey made by National Institute. [1921.] 9 p., typewritten. VF

Two main features disclosed in the analysis are (1) the low provision made in water rates charged for other than cost of maintenance and operation of the system, and (2) the absolute inadequacy of charges made for furnishing water supply for fire protection.

Women, Employment

NEW YORK STATE. Industrial Commission. The employment of women in 5 and 10 cent stores. Sept., 1921. 68 p. (Special bull. no. 109.)

Zone System

SAN FRANCISCO. Ordinances. Ordinance no. 5464 regulating and establishing the location of trades, industries and buildings, and the locations of buildings designed for specific uses, and establishing the boundaries for said purposes, and providing penalties for the violation of its provisions, approved Oct. 3, 1921. 1921. 3 p., maps. VF

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NOTES

PUBLISHED weekly except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$2.00 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

7 December 1921

Number 56

Sources of City Revenue

The Committee on Sources of Revenue of the National Municipal League, of which Dr. Luther Gulick of the New York Bureau of Municipal Research is chairman, presented a report at the 27th Annual Meeting of the League, in Chicago, November 16-18. In this carefully studied report, six of the most pressing problems of local taxation are concisely presented:

1. Relation to state taxation, in which is urged "that extensive and legitimate needs of the cities be given adequate recognition in the distribution of revenues collected by the states through the personal and business income taxes provided by the model tax system."
2. Business and license taxes are condemned.
3. Special assessments against land directly benefited by improvements are advocated by the Committee.
4. Signboards: levying taxes upon them is recommended.
5. Assessment of property for taxation, and
6. Tax limits. We should like to call the attention of city officials to the stand which this Committee (with the exception of two members) has taken on this subject. "We do not believe in tax limits. With very few exceptions, tax limits have not worked satisfactorily. In most cases they have not actually limited taxation. Tax limits have encouraged unsound bonding. Tax limits are contrary to principles of municipal home rule. We believe that cities should be given an opportunity of deciding for themselves what services they need and how much they are willing to spend for them. We believe the only effective method of securing a restriction of tax levies without hampering municipal services, encouraging unsound bond-

ing and robbing cities of their rights of self-determination is: first, through the establishment of a comprehensive and binding budget system which will bring to the attention of the voters the costs of the services which are demanded of the government and the methods by which these costs are to be met; second, the enactment of a complete bonding act which will prevent unsound bonding; and third, the wide distribution among the electorate of the direct tax burden as is provided by the model tax system."

This Report will be printed in full in the National Municipal Review, January, 1922.

Standardization in Philadelphia

In Philadelphia the Civil Service Commission, of which Clinton R. Woodruff is president, prepared a "Classification of positions in the classified service of the City of Philadelphia." In order to enable the mayor and city council to incorporate the new standard titles and the new standard rates of pay in the budget of 1921, the Commission completed its study in October, 1920. This Classification is complete, covers each position, describes the duties, minimum qualifications for entrance, lines of promotion, and sets a standard compensation. It is a splendid piece of work. Despite these recommendations by the Civil Service Commission, the old schedule of titles and salaries was continued in Philadelphia last December, and the problem postponed till this year.

BOOK REVIEWS

Conservation

Coal, oil and water-power give to America the work of three billion slaves, or the equivalent of 30 servants to every man, woman and child in the United States. In no country in the world has mechanical energy been used to such an extent to supplement human labor. Nevertheless there remains much rough, dirty, uninteresting work that must be performed by hard labor. We have depended upon the oppression of political institutions in the past to furnish us with a renewed supply of men for such work. The social and political changes in Europe since the war may be expected to bring a social consciousness at variance with the old temper. In other words, not only is the labor supply liable to become lessened, but those who come may become a positive danger to American institutions. This change in the labor market can only be met by a yet wider use of the energy stored up in our natural resources. How our coal, oil, natural gas, and water power may be made to yield a greater energy content, and how they may be coordinated to produce a better adjustment between wages and living costs are carefully worked out in *America's Power Resources: the Economic Significance of Coal, Oil, and Water-Power* (New York: Century, 1921. 326 p. 662.6G37), by Chester G. Gilbert and Joseph E. Pogue, both international experts on the subject. Thirty-seven diagrams and illustrations help to visualize the situation.

Highways

The American Automobile Association has published its second annual edition of the *Highways Green Book*, 1921 (Washington, D. C., 1921. 480 p. 625.7Am3h). It is a useful handbook, because it contains the legislation, methods of management and financing of highways of each state, with information of all kinds relating to road improvements. Construction of roads is also discussed, while miscellaneous facts, as production of road materials, horsepower of standard makes of automobiles, registration of automobiles by years, etc., are included. A bibliography of modern works in English is appended.

Infectious Diseases

The Treatment of Acute Infectious Diseases, by Frank Sherman Meara, Professor of Clinical Medicine and formerly professor of Therapeutics in the Cornell University Medical College, New York (New York: Macmillan Company, 1921. 806 p. 616.91M46) has, in this second edition, many revised chapters and eleven new chapters added; among the more important of these is one on epidemic influenza. The book is well written and up-to-date on the ever important subject of infectious diseases and how to treat them. The summaries, in a condensed form, at the end of each chapter, help to make the book valuable and practical.

Patrolman's Handbook

The New York Civil Service Employees Publishing Co., the publishers of the "Chief" has issued the ninth edition of *How to Become a Patrolman* (New York, 1921. 262 p. 331.62-Or3p). It has the same useful information as former editions on requirements of the position, filing of applications, civil service rules, mental examinations, military training, arrests, court procedure, first-aid, and in addition a chapter on Government of City of New York which describes in brief paragraphs the various departments with the duties of each. Not all are included, however, as for instance, the Sinking Fund Commission, the Department of Public Markets, Board of Purchase and many others. The Police Department is appropriately given a more adequate description. The book is obviously useful to men preparing for the civil service examination for the police force.

Skin Diseases

Dr. Richard L. Sutton, in his *Diseases of the Skin* (St. Louis, Mo.: C. V. Mosby Co., 1921. 4. ed. 616.5Su8) has condensed his subject into one volume, not too unwieldy. He has been able to do this largely by an ability to give us word pictures in which no words are wasted, and by an extensive system of references to the literature of the subject. By a free use of illustrations, both in color and in black and white, together with many plates showing the histological features of the diseases he has made his book of unusual value to the student, the practitioner and the specialist. The text is clear and well arranged and the subject, especially as regards treatment, is well covered, while the information is up-to-date.

CURRENT CIVIC LITERATURE

Assessments

FLEMING, D. H. Solution for corner lot problem. (The Canadian Engineer. Oct. 20, 1921. p. 1.)

Bonds, Municipal

MCDONNELL, R. E. How bond elections can be carried; should be looked upon as an engineering problem—description of a successful campaign for the passage of a water works bond issue—four weeks of campaigning. (Fire and Water Engineering. Nov. 9, 1921. p. 883-884.)

Charters

MINNEAPOLIS. Charter. The charter of the City of Minneapolis; drafted and proposed by the Minneapolis Charter Commission, Sept. 21, 1920, adopted at general election Nov. 2, 1920. 1920. 80 p. 352.132M6

City Planning

NOLEN, John. Local survey and city planning proposals for Bristol, Conn. 1920. 35 p., maps. 352.582B77

WALLACE, D. A. The last barrier. (Greater Chicago. Oct.-Nov., 1921. p. 7-10.)

Civics

UNITED STATES. Bureau of Education. The teaching of civics as an agency for community interest and citizenship, by John J. Tigert. 1921. 10 p. VF

Finance

DALZELL, A. G. Problems of municipal finance in Canadian cities; extravagance of municipal authorities result in high assessment and taxation, city lots on farms; need for systematic method of land development and planning of townsites. (Canadian Engineer. Nov. 3, 1921. p. 5, 7, 11.)

DENVER. Auditor. Report for the fiscal year ended Dec. 31, 1920. 352.29D4

Fishing, Municipal

PLUMLEY, Ladd. Municipal fishing. (The Outlook. Oct. 12, 1921. p. 218-219.)

Floods

THE SAN ANTONIO flood; unusual precipitation on saturated ground and river channel obstructed by bridge piling caused flooding of business section fifteen feet deep. Large areas of wood block pavement floated away. (Public Works. Oct. 22, 1921. p. 318-320.)

Freight Handling

THE ADOPTION of store door delivery. (Engineering and Contracting. Sept. 21, 1921. p. 276.)

Government, Municipal

CLEVELAND leads big cities in adopting city-manager plan. (Engineering News-Record. Nov. 17, 1921. p. 798.)

MUNICIPAL madness. (Municipal Journal [London]. Oct. 7, 1921. p. 727-728.)

Heating

HAYWARD, D. D. A profitable municipal venture in the sale of exhaust steam for heating. (Heating and Ventilating Magazine. Nov., 1921. p. 29-31.)

Immigrants

MERCHANTS' Association of New York. Immigrants no longer remain in New York City; time has gone by when this city was synonymous with America in the imaginations of the new comers from other lands—interesting analysis of the census figures. (Greater New York. Sept. 26, 1921. p. 5.)

Manufactures

IOWA. Bureau of Labor Statistics. Statistics of manufactures for year ending Dec. 31, 1919; including report on factory inspection for biennium ending June 30, 1920. 1920. 108 p. (Bull. no. 2.) 670I8

Motor Bus

ANDREWS, H. L. Bus and car costs compared; the writer compares estimates on operating costs of motor bus, trolley bus and safety car, as given in recent articles in this paper by Messrs. Thirwall and Stocks, and defends the figures of Mr. Thirwall. (Electric Railway Journal. Oct. 29, 1921. p. 769-771.)

GREEN, G. A. Motor bus transportation. (Highway Transportation. Sept., 1921. p. 7-10, 36-41, 47.)

JACKSON, Walter. Motor bus and motor coach transportation in the British Isles. (Automotive Industries. Oct. 27, 1921. p. 827-831.)

STOCKS, C. W. The bus transportation field. (Electric Railway Journal. Sept. 24, 1921. p. 517-522.)

TROLLEY bus operation commences on Staten Island; municipally owned and operated trolley buses of the City of New York have a successful trial trip—appropriate speeches heard at Sea View Hospital, the terminus of one of the routes. (Electric Railway Journal. Oct. 15, 1921. p. 689-691.)

Ordinances

AKRON, Ohio. Ordinances. The revised ordinances of the City of Akron, Ohio, including all ordinances of a general nature in force March 1, 1921; with appendix containing gas franchise, revised, codified and rearranged by Henry M. Hagelbarger. 1921. 113 p. 352.133A2

DALLAS. Ordinances. The revised code... adopted Nov. 1, 1920. 992 p. 352.133D2

LOUISVILLE. Ordinances. 1919 compilation of general ordinances of the City of Louisville, including the act for the government of cities of the first-class, approved July 1, 1893, and amendments thereto, being the City Charter; with notes of the decisions of the Court of Appeals, and such sections of the State Constitution as affect such city. 1919. 1166 p. 352.133L8

Public Utilities

BUDENZ, Louis F. Befogging the transit issue. (The Nation. Nov. 16, 1921. p. 564-566.)

CITIES and their monkeying with utilities. (Michigan Manufacturer and Financial Record. Oct. 29, 1921. p. 16.)

EDGERTON, Edwin O. Inflexibility of power development by municipalities; limitations surrounding municipal and government operation of electric utilities, with special reference to development of large power sites where demands for service come from customers in several states. (Electrical World. Oct. 1, 1921. p. 657-658.)

GIGANTIC new gas plant is in operation; cost eighteen million, is most efficient in the

Public Utilities, continued

world and insures Chicago an ample supply for fuel purposes. (Chicago Commerce. Oct. 22, 1921. p. 9-10.)

MUNICIPAL ownership for New York. (The Nation. Oct. 12, 1921. p. 390.) VF

PER capita use of electricity, gas and water; general averages of such use classified by size of city and geographical location, with maximums to be provided for in capacity of plant. (Public Works. Oct. 22, 1921. p. 325-326.)

PRENDERGAST, William A. Would merge New York City gas companies; Public Service Commissioner puts out political propaganda. (American Gas Journal. Oct. 15, 1921. p. 339-340.)

RICHARDSON, Darby. Utilities and the average man; some facts about the immensity of the gas business one of the important public service organizations. (Michigan Manufacturer and Financial Record. Nov. 19, 1921. p. 5-6.)

Purchasing

SEFTON, Fred W. City purchasing. (American Municipalities. Oct., 1921. p. 21.)

Research

BRADFORD, Ernest S. What to expect from business research. (Administration. Nov., 1921. p. 641-648.)

RESEARCH, big factor in telephone growth, is genuine service to American public. (Public Service Management. Nov., 1921. p. 149-150.)

Roads

ANDERSON, Andrew P. Modern road building and maintenance; principles and practice prepared for the use of engineers, contractors, road officials, students and all who are interested in the rational and economic solution of the many problems connected with our public roads and the traffic they are required to carry. Hercules Powder Co. [1921.] 146 p., illus. 625.7An2

RAPID highway work on Long Island; thorough co-ordination of equipment, operations and supplies enables contractors to build a 20-foot highway 9 miles long at a maximum rate of nearly 1,000 linear feet per day. (Public Works. Oct. 15, 1921. p. 287-291.)

Traffic Regulation

ANDERSON, Earl A., and O. F. Haas. Relation of street lighting to traffic accidents. (Municipal and County Engineering. Nov., 1921. p. 177-181.)

FIFTH Avenue's new traffic towers to be the Association's gift to the City. (The Avenue. Nov., 1921. p. 1-2.)

MUSHROOM traffic light prevents accidents. (Municipal and County Engineering. Nov., 1921. p. 16-18.)

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Volume VII

14 December 1921

Number 57

MONTHLY LIST OF NEW YORK CITY PUBLICATIONS

No. 69

- Board of Aldermen.** Approved papers for the period ended Nov. 26, 1921. no. 506-557. (City Record. Nov. 26, 1921. p. 7215-7221.)
- Calendar for Nov. 22, 29, 1921. no. 69-70. **AL2.15**
- Proceedings of meetings held Nov. 15, 22, 29, 1921. (City Record. Nov. 17, 25, Dec. 1, 1921. p. 7043-7055, 7183-7192, 7327-7335.)
- Proceedings of meetings held Nov. 3, 15, 22, 1921. p. 367-768. **AL2.16**
- Bellevue and Allied Hospitals.** Nineteenth annual report, 1920. **B41.01**
- Children's Court.** Annual report, 1920. **C85.01**
- Board of City Record.** City Record. v. 49, no. 14732-14755. Nov. 1-30, 1921. Index to City Record. v. 49, no. 14707-14731. Oct. 1-31, 1921. With City Record of Nov. 19, 1921.
- Municipal Civil Service Commission.** Minutes of meetings held Aug. 1, 3, 5, 9, 11, 15, 16, 18, 22, 23, 24, 25, 29, 30, 31, Sept. 14, 16, 19, 21, 24, 25, 26, 27, 1921. (City Record. Nov. 5, 29, 1921. p. 6821-6824, 7289-7295.)
- Rules and classification as prescribed and established Dec. 4, 1903 with amendments to Sept. 12, 1921. **C56.42**
- Thirty-seventh annual report, 1920. **C56.01**
- Department of Correction.** Report for the year 1920. **C75.01**
- Court of Special Sessions.** Annual report for the year ending Dec. 31, 1920. **C84.01**
- Department of Docks.** Report for quarter ended Sept. 30, 1921. (City Record. Nov. 17, 1921. p. 7060.)

Board of Education. Bulletin of High Points. v. 3, no. 8. Oct., 1921.

Ed8.04hp

— Journal for Aug. 17, 22, 23, Sept. 7, 14, 28, 1921. p. 1557-1854. **Ed8.16**

Department of Education. Minutes of the Board of Superintendents for Sept. 8, 9, 16, 20, 23, 1921. p. 487-556. **Ed9.82Su7**

Board of Estimate and Apportionment. Budget for 1922. (City Record. Supplement. Nov. 15, 1921.)

— Calendar for Nov. 18, 25, Dec. 2, 1921. no. 59-61.

Es8.15

Supplemental calendar for Nov. 25, 1921. no. 60a.

— Minutes of meetings held Oct. 8, 10, 11, 13, 14, 18, 19, 20, 21, 25, 26, 28, 29, 1921. (City Record. Nov. 9, 11, 16, 18, 29, 1921. p. 6860-6882, 6925-6926, 6996-7025, 7075-7076, 7256-7289.)

— Report of the Chief Engineer for the year 1919.

Es8.71C43

Department of Health. Food and Drug Bulletin. v. 3, no. 10. Oct., 1921.

H34.24d

— Monthly bulletin. v. 11, no. 10, Oct., 1921.

H34.24m

— Sanitary code: amended Aug. 1, July 25, 1921.

H34.24sa

Sec. 132-135-d. Habit-forming drugs. (Amendment no. 109.)

Sec. 229. Automobile and other motor vehicles; loud and explosive noises prohibited. (Amendment no. 110.)

Sec. 159-A. Empty bottles, cans, and other receptacles for holding milk, skimmed milk, butter-milk, cream, or ice cream, not to be contaminated with garbage and offensive materials. (Amendment no. 111.)

Sec. 144. Cooking, eating and drinking utensils to be properly cleansed after being used. (Amendment no. 112.)

— School Health News. v. 7, no. 9. Nov., 1921.

H34.24s

— Staff News. v. 9, no. 11. Nov., 1921.

H34.24st

— Weekly bulletin. n. s. v. 10, no. 45-49. Nov. 5, 12, 19, 26, Dec. 3, 1921.

H34.25

Law Department. Report for the quarter ended June 30, 1921. (City Record. Supplement. Sept. 30, 1921.)

Police Department. Report for quarter ended Sept. 30, 1921. (City Record. Nov. 25, 1921. p. 7199-7200.)

Examining Board of Plumbers. Report for quarter ended Sept. 30, 1921. (City Record. Nov. 17, 1921. p. 7060.)

Commissioners of the Sinking Fund. Calendar for Nov. 10, 23, 1921. no. 22-23, meeting no. 29-30. **Si6.15**

— Proceedings of meetings held Oct. 27, Nov. 10, 23, 1921. (City Record. Nov. 5, 18, Dec. 2, 1921. p. 6800-6821, 7076-7083, 7352-7373.)

— Proceedings of the meeting held Sept. 29, 1921. p. 851-930.

Si6.16

Board of Standards and Appeals. Bulletin. v. 6, no. 45-48. Nov. 8, 15, 22, 29, 1921. **B86.25**

Department of Taxes and Assessments. Report for the quarter ended Sept. 30, 1921. (City Record. Nov. 15, 1921. p. 6977.)

Board of Water Supply. ... Specifications for the removal of bodies, head-stones and monuments from the lands acquired for the construction of the Schoharie Reservoir in the towns of Gilboa, Schoharie County, and Roxbury, Delaware County, New York. 1921. 39 p., typewritten. (Contract no. 206.)

W28.55c206

— ... Specifications and drawings for the construction of six siphon pipes of the Catskill Aqueduct in the towns of Olive, Ulster County, and New Windsor, Orange County, New York. 1921. 122 p., 18 drawings. (Contract no. 209.)

W28.55c209

— ...Specifications and drawings for the construction of fourteen siphon pipes of the Catskill Aqueduct in the towns of Phillipstown, Putnam County, and Cortlandt, Yorktown and Mount Pleasant, Westchester County, New York. 1921. 122 p., 34 drawings. (Contract no. 210.) **W28.55c210**

— ...Specifications and drawings for the construction of eight siphon pipes of the Catskill Aqueduct in the towns of Mount Pleasant and Greenburg and the City of Yonkers, Westchester County, New York. 1921. 120 p., 23 drawings. (Contract no. 211.) **W28.55c211**

Metropolitan Museum of Art. Bulletin. v. 16, no. 11. Nov., 1921. **XM56b**
Part II — Egyptian expedition for 1920-1921.

— Children's bulletin. v. 5, no. 3. Nov., 1921. **XM56c**

New York Botanical Garden. Journal. v. 22, no. 260. Aug., 1921. **KN52j**

New York Public Library. Bulletin. v. 25, no. 10. Oct., 1921. **KN51b**

— *Municipal Reference Library.* Municipal Reference Library Notes. no. 53-56. Nov. 16 - Dec. 7, 1921.

New York Zoological Society. Zoological Society bulletin. v. 24, no. 6, Nov., 1921. **KN53z**

N. Y. County. Public Administrator. Report for the quarter ended Sept. 30, 1921. (City Record. Nov. 15, 1921. p. 6978.)

NEW YORK STATE

Transit Commission. Proceedings for Sept. 6, 7, 8, 13, 19, 20, 21, 22, 27, 29, Oct. 4, 11, 18, 20, 25, 26, 31, 1921. p. 443-541.

— Reports of decisions covering the period from July 1, 1921, to July 31, 1921, inclusive. v. 1, no. 3. p. 27-40.

— Transit Record. Supplement. v. 1, Sec. 4. Oct., 1921.

BOOK REVIEWS

Constitutional Conventions

For forty-five years Missouri has been governed by a Constitution framed in 1875, and for all that period it has been practically inaccessible to students, civic workers and historians, as the records of the Convention were preserved only in manuscript form. To insure its preservation, and make it more accessible to the public, the Fiftieth General Assembly of the State appropriated funds for its publication by the State Historical Society of Missouri. The Journal is prefaced by two introductory chapters. The first, by Isidor Loeb, gives an historical account of the five different Constitutional Conventions which Missouri has called at different times in its history. In their relation to the slavery question these Conventions have had a profound influence on the history of the whole country. The second chapter, by Floyd C. Shoemaker, gives a brief biography of the personnel of the convention. *Journal Missouri Constitutional Convention of 1875* (Columbia: State Historical Society of Missouri, 1920. 2 v. 342.34M8).

Accounting

A useful desk book for the accountant and business man is *Mathematics of Accounting and Finance* (New York: Ronald Press, 1921. 274 p. 657.1W17), prepared by Seymour Walton, C. P. A., and H. A. Finney, C. P. A. The scope of the work goes beyond that of the ordinary commercial arithmetic, being designed for readers of mature experience, and making no attempt to cover the elementary processes of

arithmetic. The subject matter groups itself into three main classes. The earlier chapters describe, with some detail, short processes and practical suggestions that may be applied in routine work. Attention has also been given to checks on calculations. The central portion of the work deals with the application of arithmetical principles and short processes to particular lines of business. The final chapters are devoted to the explanation of convenient ways of applying logarithmic and actuarial methods to the solution of problems relating to compound interest, annuities, bond discount, leaseholds and depreciation.

Industrial Government

Industrial Government (Macmillan, 1921. 425 p. 331C73i) by John R. Commons and Other Members of the Department of Economics, University of Wisconsin, is the result of an investigation by a group of teachers and professors, financed by four Wisconsin manufacturers, who wished to know the best practice available in industrial government in this country. They first studied every book and pamphlet available on the subject, and then selected as large a variety as possible of manufacturing plants which had had success in conducting industrial experiments. These plants were scattered as far west as Wisconsin and as far east as Maine. This book gives the reports of their investigation of 18 plants conducted from July to September, 1919. The last five chapters give the inferences and conclusions of the investigators themselves. It is written in an attractive, readable style.

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COST of paving. (Kansas Municipalities. Oct., 1921. p. 20-21.)

EXPERIMENTAL pavement in Queens Borough; experience with cinders and asphaltic oil on dirt roads, with alternating rows of oak and stone blocks, and special bituminous macadam. (Public Works. Nov. 19, 1921. p. 400-401.)

NUNLIST, H. A. Protecting pavements on car track streets. (Municipal and County Engineering. Sept., 1921. p. 100-102.)

Police

BARRETT, George F. Taking your case before the court; a digest of the rules of evidence and court procedure which all policemen should know. (Main 13. Sept.-Oct., 1921. p. 8-10.)

COPS of many countries. (Main 13. Sept.-Oct., 1921. p. 28.)

GREENHALGH, George. A defense of the Police Department by the Safety Director. (Toledo. City Journal. Oct. 29, 1921. p. 446-447.)

Ports

CITY asks for removal of Robin's Reef obstruction; in appealing to The Merchant's Association, Commissioner Grover Whalen says plant of the Passaic Valley Sewer Commission constitutes a menace to life — wants it abolished. (Greater New York. Nov. 14, 1921. p. 10-11.)

COHEN, Julius Henry. Developing port facilities by interstate compact and agencies. 1921. 15 p. VF

Paper read before the Section of Public Utility Law of the American Bar Association on Aug. 30, 1921.

FLOATING plant used in harbor. (Concrete. Oct., 1921. p. 149.)

Ports, continued

LOS ANGELES. Board of Harbor Commissioners. Los Angeles; the great seaport of the southwest. [1921.] 62 p., illus., map. 627.79L7g

RAILROAD tunnel most necessary port improvement; marginal road is next; Brooklyn and Queensborough join in statement to Port Authority. (Brooklyn Chamber of Commerce. Bulletin. Nov. 19, 1921. p. 1-2.)

Sewage Disposal

COULTER, Waldo S. Removal of colloids from sewage: theory and practice. (Engineering News-Record. Oct. 6, 1921. p. 571-573.)

DUNLAP, John H. The operation of sewage treatment plants. (Engineering and Contracting. Nov. 9, 1921. p. 436-437.)

GEUPEL, L. A. Revolving sprinklers feature new sewage disposal plant at Lebanon, Ind. (Municipal and County Engineering. Nov., 1921. p. 164-166.)

Snow Removal

RICHARDS, H. S. Methods of snow disposal. (In: American Society for Municipal Improvements. Proceedings, 1920. p. 1-9.) 628Am3

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NOTES**

PUBLISHED weekly except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$2.00 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

21 December 1921

Number 58

A Few More New Magazines

Port and Terminal, a journal of waterfront development, published by the Port and Terminal Company, 253 Broadway, New York City, William E. Meyer, editor, may be consulted in this Library. This monthly began this year, and is devoted to the one subject of ports. Construction news of all ports of the country are included; while a water-front survey section of New York City is another useful feature.

The Detroit Police Department is now publishing a *Bulletin*, at irregular periods. The October issue is an attractive publication, containing, as the principal article, a description of police activities under the title of "Crime in Detroit."

Macrocosm, published by the Macrocosm Publishing Company, 175 Fifth Avenue, New York City, Arthur H. Hamilton, editor, with many of the high school teachers of the city as departmental editors, has made its appearance in the last few months. It is intended primarily for students in the schools, being mainly a magazine of current events, divided into departments reminding one of the arrangement of the "Literary Digest."

BOOK REVIEWS

A Planner of Cities

The Houghton Mifflin Company has produced in Charles Moore's *Daniel H. Burnham, Architect, Planner of Cities*, two sumptuous volumes—beautiful in typography, illustrations and binding. And the biography is equally satisfying, written simply, by an author who is qualified by his long acquaintance with Mr. Burnham and by his interest and participation in art activities. The biographer is a sincere admirer of his subject, of whose long and useful civic life he gives a good picture. To our municipal clientele, this biography will attract many, for Daniel H. Burnham was among our foremost city planners. Although he cannot be claimed by New York, but by Chicago, his influence was felt here as well as throughout the entire country. His first great work was the planning of the World's Columbian Exposition in Chicago, 1893. His success was such that thenceforth he was continuously in public service. His abilities and dreams were given in great part to Chicago and he lived to see the plan of that city undertaken. He led in the replanning of Washington, D. C., while Cleveland and San Francisco depended on him for guidance in their city planning. The Government also sought his aid for Manila, and the summer capital of Baguio, and it made him chairman in 1910 of the National Commission of Fine Arts. He represented this country at the London City Planning Conference.

His work as an architect, designing many beautiful buildings in this country, is no less important than his work as a city-planner.

The relationships and associations with many of the great artists, architects, city planners and public men are told in a free and attractive style by Mr. Moore. One enjoys the intimate touches about such men as Charles McKim, Theodore Thomas, Saint-Gaudens, the Olmsteds, Frank Millet, Theodore Roosevelt, Elihu Root and many others equally well-known.

Daniel H. Burnham was a man of great force and vision. Undoubtedly he has left an impress on city planning, and he was wise beyond his generation in his breadth of conception. His scheme for Chicago was magnificent. His personality must have been strong, to attract so many co-workers and friends. He had a keen appreciation of art and sympathized with all individual efforts toward it. His work was always for the good of the community and the country is much indebted to him for that civic service. (*Daniel H. Burnham, Architect, Planner of Cities*, by Charles Moore. Boston: Houghton, Mifflin & Co., 1921. 2 v. 920B93.)

Analysis of the Electric Railway Problem

Delos F. Wilcox, a well-known consulting public utility expert, prepared a report for the Federal Electric Railways Commission appointed May 31, 1919, to investigate street railway conditions. This report, supplemented by special studies of local transportation issues in the State of New Jersey and the City of Denver, and with notes on recent developments in the electric railway field, has been published by the author as *Analysis of the Electric Railway Problem* (New York, 1921. 789 p. 388W64ae).

This "Analysis" has been made available to the public by the author (since the Commission was unable to finance its publication) in order that it might be used with the Proceedings and

Report of the Commission. In the acknowledgment of the Commission, it represents "a complete and masterful study of the whole electric railway problem."

The Commission held hearings in Washington, and one in New York City, and accumulated a mass of evidence, personal opinion, discussion, statistical statements and documents which required a thorough and systematic analysis. The Analysis consists of 54 chapters, and nothing but a detailed study of the book can give the reader an adequate idea of its real importance. Questions connected with impairment of credit, including a discussion of the causes and means of restoration, have been made the pivotal point. Among the causes are over-capitalization, failure of the companies to take advantage of possible economies of operation, hostility of the public due to unsocial attitude of the management, the increase in cost of operation, competition of automobiles and jitneys, and restrictions upon fares particularly by franchise and contracts.

In the many chapters are discussed all phases of this street railway problem, such as effect of fare increases upon traffic and revenues, the uniform five-cent fare, service-at-cost and others which are often before the public. Methods of relief for the restoration of credit are suggested, but the author's final chapter, "Public ownership and operation the ultimate solution" shows that he expects this to be the method by which the vital reorganization of street railway management to come. Nevertheless Dr. Wilcox recognizes the difficulties confronted by municipal ownership and operation, and realizes that in most cases the solution is not immediately available.

Criminology

Col. V. M. Mastin in his treatise on crime *Stop Thief* (Boston: Gorham Press, 1921. 280 p. 365M39) points out the startling fact that a murderer in this country has three chances to one in his favor against being brought to trial, ten to one against life imprisonment, and eighty to one against suffering the death penalty. The national sequence is that more peace time murders are committed in the United States than in any other five civilized nations. The book seeks to show the fundamental reasons for America's constantly mounting capital crime, and discusses practical remedial measures. Among the chief crime breeding influences enumerated are: an unwise immigration policy which has made us a dumping ground in the past for the criminally inclined and mentally deficient, influences suggestive of crime such as the lurid motion picture, the sporting instinct carried to the extreme, perversion of justice in the courts, and farcical attempts at prison-reform, and criminal reform, which tend to pamper the criminal. The book is written in an entertaining and readable style. An index would add value to the work.

Automobiles

The *Auto Data Book* (New York: City Editor Pub. Co., 1921. 452 p. 629.2Si5) is a compilation of data on 163 motor cars made in the United States. This data includes the different models of each car, the prices of each model, a description of each separate part of the engine and chassis and brief data on the models of previous years with the estimated value today of these former models. A valuable book for the garageman and the prospective purchaser.

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Budgets, Family

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City Planning

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Education

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2. School buildings and equipment. 1921. 15 p. VF

NEW YORK STATE. University. Education Law as amended to July 1, 1921.

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DETROIT Board of Commerce. Report of the Fire Prevention Committee on Fire Prevention Week, Oct. 2 to 9, 1921. 1921. 16 p., typewritten, illus. VF

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UNITED STATES. House of Representatives. Committee on Rivers and Harbors. Pollution of navigable waters; hearings on the subject of the pollution of navigable waters held before the... 1921. Part I. VF

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NEW YORK CITY. Department of Plant and Structures. The municipal shipyard. (In: Report, 1920. p. 59.) P69.01

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NOTES

PUBLISHED weekly except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$2.00 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N. Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

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Volume VII

28 December 1921

Number 59

City's Bond Sale

The Department of Finance of the City, through Charles L. Craig, Comptroller, has been advertising in the City Record a sale of \$55,000,000 of 4½% Gold 50-year Corporate Stock of the City. Sealed proposals were received at the Comptroller's Office until Thursday, December 15th at noon. This sale was the first of the City's long-term securities during this administration; the last sale having been held in 1917. The issue was heavily oversubscribed, the total of the bids being \$328,909,100, about six times the amount of the issue. The stock was sold to a syndicate headed by J. P. Morgan & Company for \$103.407, or \$3.407 premium on each \$100 of the issue, which gave a total cash premium of \$1,873,850 to the City. The proceeds will be used to replace short-term securities in the form of corporate stock which had been issued, beginning in July, 1917, for rapid transit purposes. "In my opinion this was the most successful bond sale the City ever had," said Comptroller Craig.

The Oil Film Hazard

Fire Chief Kenlon says that rigid laws must be passed if the oil film hazard in the harbors is to be eliminated. He says, "It will always be a temptation to engineers to empty their ballast tanks into the har-

bor at night and thus save the time it would take to pump it in barges. When heavy penalties are inflicted as the result of a sound law and its efficient execution, the danger we are now forced to face will exist no longer." In an effort to minimize the danger of a great fire loss in New York Harbor, because of oil deposits on the water and against piles of bulkheads and stringpieces, he has ordered the Bureau of Fire Prevention to suggest that all dock superintendents in the Erie Basin, where conditions are the worst, scrape these piles, bulkheads and stringpieces to clean off oil deposits.

What Other Cities Are Doing

On September 1st, ground was broken in *Detroit* for a new Police Headquarters and First Precinct Station. A departure from old methods is planned, in that cell blocks will be placed on the upper two floors of the building.

Chicago Fire Department has contracted for \$1,300,000 worth of apparatus, and when this is added, the department will be entirely motorized.

Kalamazoo on October 4th defeated the proposed new charter. • The city-manager government will be retained.

Jacksonville, Fla., is planning for a municipal gas plant.

Jersey City voted in favor of acquiring or building municipal gas works for light, heat and power.

Superintendent of the *Dallas*, Texas, Fire Department has his car fitted with wireless apparatus for receiving and transmitting messages. Recently while en route, two miles from the fire station, he received a fire call—this is the first recorded instance of an actual fire call by wireless.

At the last general election, *Middletown* and *Lockport*, N. Y., voted on Plan C of the Optional Cities Charter Law (City-Manager Plan) and it was defeated in both cities.

By a vote of 29,480 to 20,070 the ten municipalities of *Alameda County*, Cal., on November 15th rejected the proposal for a consolidation of city and county government.

The City of *San José*, Cal., has set aside lots on municipally-owned land to be given free to prospective builders of small homes for their own use.

Edward W. Bok has created a fund in *Philadelphia* which awards each year to two members of the Fire Department and two of the Police Department a gift of \$1,000 for "merit in the line of duty."

For the first time in the history of Wisconsin the tax commissioners of that state are to levy an impost on a municipal utility, the electric plant of *Stoughton* having made itself amenable to state taxation by extending its service outside of the city. *Stoughton* will be forced to apply to the Public Service Commission for permission to increase its rates to meet the tax.

A plan for a police school is being favored at Northwestern University. Courses would be given in methods of detection, such as finger-print methods, the elements of psychology, with particular bearing upon criminal behavior and mental hygiene, public sanitation and health, besides the principles of chemistry, physics and sociology, and a study of the statutes and municipal ordinances. The Police Department of *Berkeley*, Cal., in conjunction with the university there, has adopted the plan which was published in the *Journal of Law and Criminology*.

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DETROIT's municipal automobile equipment; more than 550 trucks and passenger cars to have efficiency increased and maintenance reduced by construction of city garage. Special features developed, accurate records kept, and standards adopted. (Public Works. Dec. 3, 1921. p. 421-422.)

Gas Rates

GAS rates in Iowa cities. (American Municipalities. Dec., 1921. p. 76-77, 86.)

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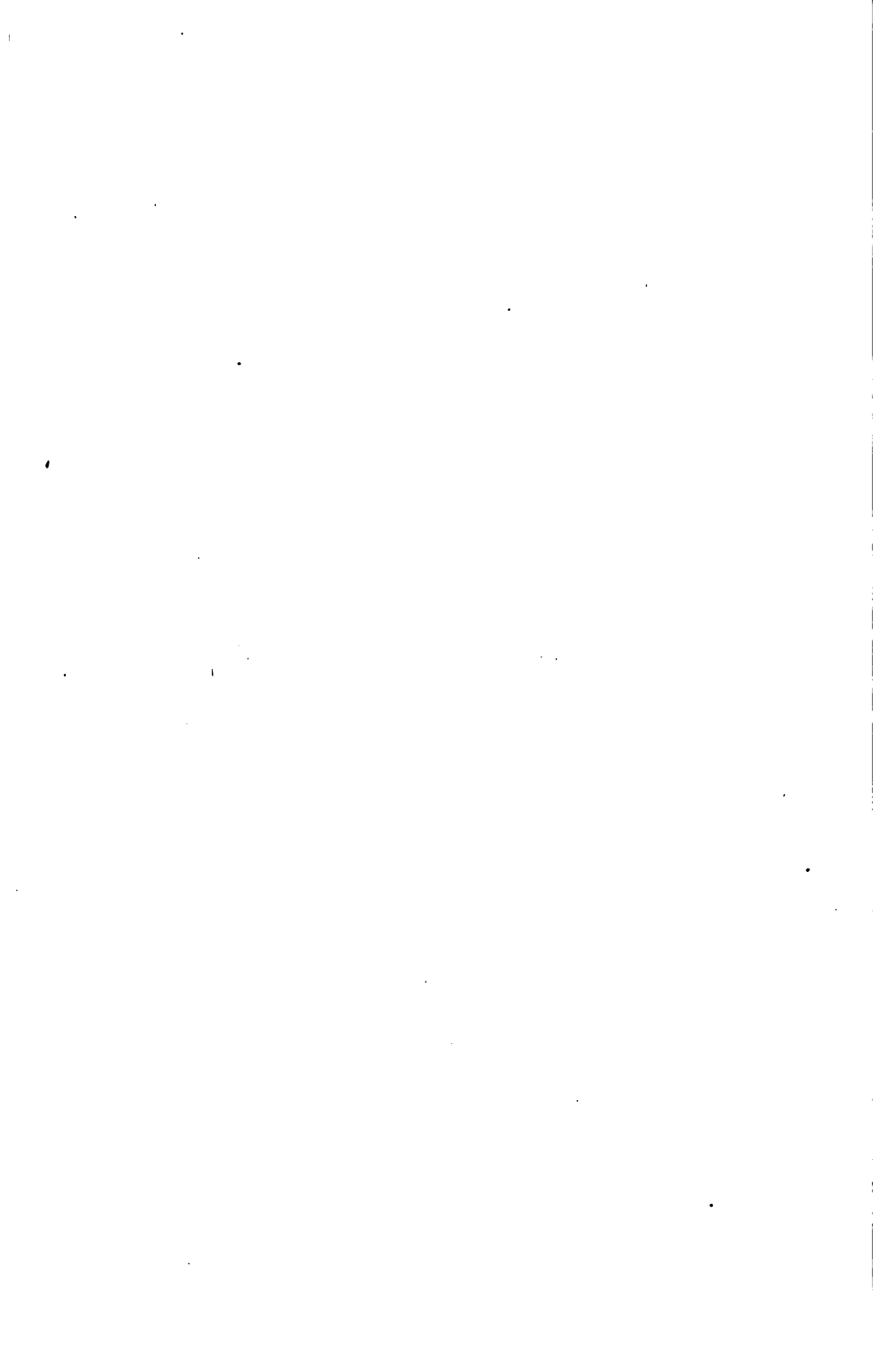
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This issue completes Volume VII. The first number of Volume VIII will appear January 4, 1922.

**INDEX TO
MUNICIPAL REFERENCE LIBRARY NOTES**

VOLUME VII
September 1, 1920—December 28, 1921



INDEX

Numbers refer to pages

A

Abattoirs, 19, 246.
 Abbott, Edith, 232.
 Abbott, Grace, 154.
 Academy of Political Science in the City of
 New York, 11, 47, 143.
 Accident prevention, 95, 136.
 Accidents, 70, 95, 162, 191, 256.
 Accountants, 118.
 Accounting, 43, 62, 70, 118, 123, 130, 235, 239,
 250, 259.
 uniform system of, 223, 235.
 Ackerman, F. L., 71.
 Acland, F. A., 83.
 Adams, E. W., 11.
 Adams, Thomas, 56, 112, 192, 236.
 Adams, W. H., 48.
 Adelaide (Australia): housing problem, 9.
 "Administration," 97.
 Adshead, S. D., 124.
 Advertising, 123.
 municipal, 74, 110, 115, 123, 179, 263.
 Aerial photography, 3, 250.
 Aeronautics, 25, 31, 39, 42, 54, 55, 70, 99, 110,
 130, 179, 219.
 Aikens, C. A., 163.
 Aiyar, N. K. Sivarama, 175.
 Akron, O.:
 Building Department, 15.
 City Planning Commission, 63.
 housing problem, 39.
 infant mortality, 144.
 Ordinances, 256.
 Public Library, 71.
 Akron Chamber of Commerce, 39.
 Alameda, Cal.: traffic regulation, 78.
 Alameda County, Cal.:
 government, 229, 266.
 health centers, 15.
 Albany: aeronautics, 42.
 Alcohol, 68, 215.
 Aldredge, Sawnee R., 260.
 Alexander, Magnus W., 211.
 All-American Canal Board, 15.
 Allen, Frederick J., 184.
 Allen, Henry J., 11, 211, 219.
 Allen, John R., 39.
 Allen, Kenneth, 199.
 Allen, W. C., 36.
 Allen, William H., 167, 235.
 Allensworth, H. R., 176.
 Allentown: sewage disposal, 248.
 Altman, B., and Company, 5.
 Amalgamated Association of Street and Electric
 Railway Employees, 123.
 Amberg, Eda, 167.
 Amengual, B., 264.

America, 42.
 American Academy of Political and Social Sci-
 ence, 8, 12, 44, 104, 116, 167, 251.
 American Association for Labor Legislation, 63,
 64, 96, 112, 140, 208, 224.
 American Association for Organizing Family
 Social Work, 153.
 American Association for Promoting Hygiene
 and Public Baths, 235.
 American Association of Park Superintendents,
 212.
 American Automobile Association, 254.
 American Child Hygiene Association, 220, 244,
 251, 267.
 American Citizenship Society, 143.
 American City Bureau, 64.
 American Civic Association, 29.
 American Concrete Institute, 11.
 American Druggists' Syndicate, 5.
 American Economic Association, 100.
 American Electric Railway Association, 20, 44,
 83, 156, 264.
 American Manufacturers Export Association,
 240.
 American Museum of Natural History, 51, 197.
 American-Polish Chamber of Commerce, 207.
 American Prison Association, 268.
 American Public Health Association, 155, 234,
 264.
 American Red Cross, 18, 148, 162, 163.
 Department of Public Service, 80.
 American Scenic and Historic Preservation So-
 ciety, 104.
 American Social Hygiene Association, 168.
 American Society for Municipal Improvements,
 223, 260.
 American Society for Testing Materials, 59, 84,
 116.
 American Society of Civil Engineers, 175, 176,
 264.
 American Society of Heating and Ventilating
 Engineers, 176.
 American Society of Mechanical Engineers, 243.
 American Sugar Refining Company of New
 York, 87.
 American Telephone and Telegraph Company,
 136.
 American Wool and Cotton Reporter, 40.
 Americanism, 11, 118.
 Americanization, 20, 42, 43, 47, 70, 136, 140,
 179, 187, 191, 195, 235.
 See also Citizenship; Civics; English.
 "America's Making," 246.
 Amerman, A. E., 96.
 Ames, Edgar W., 263.
 Ames, Fisher, jr., 148.
 Anderson, Andrew P., 256.
 Anderson, Earl A., 256.

- Anderson, William, 219.
 Anderson, William H., 247.
 Andress, J. Mace, 240.
 Andrews, H. L., 256.
 Andrews, John B., 153, 160.
 Anglin, W. A. I., 131.
 Annexation, 47.
 Annuities, 211.
 Anthrax, 215.
 Aquariums, 191.
 Arbitration and conciliation, industrial, 75, 211.
 Archibald, J. S., 188.
 Archibald, R. W., 111.
 Architects' Small House Service Bureau of
 Minnesota, Inc., 211, 227.
 Architecture, 11, 136.
 Armstrong, Byron K., 167.
 Armstrong, C. D., 2.
 Arnett, Trevor, 224.
 Arnold, Bion J., 70.
 Arson, 174.
 Art, civic, 30, 52, 110.
 Ashbrook, F. G., 72.
 Ashby, H. P., 124.
 Asphalt, 79.
 Asphalt Association, 124.
 Asphalt plants, 119.
 Assembly of Civil Service Commissions, 15.
 Assessments, 99, 104, 112, 140, 176, 182, 201,
 246, 255.
 Associated Industries of Seattle, 43.
 Association of American Colleges, 154.
 Association of British Chambers of Commerce,
 176.
 Associations, 82, 250.
 Atchison: city manager plan, 142.
 Atkinson, J. P., 166.
 Atkinson, R. C., 100.
 Atlanta, Ga.:
 Charter, 19, 36.
 motion pictures, 98.
 Atlantic City: Comptroller, 236.
 Atlas Portland Cement Company, 263.
 Attleboro [Mass.]:
 City Hall, 63.
 housing problem, 232, 263.
 Attleboro Chamber of Commerce, 63, 232, 263.
 Attolico, B., 11.
 Auckland, New Zealand: Harbour Board, 207.
 Auditing, 43.
 Auditoriums, 54, 98, 99, 110, 119.
 Auerbach, D., and Sons, 5.
 Australia, 32.
 Advisory Council of Science and Industry, 70.
 cooperation, 70.
 housing problem, 9.
 Town Planning and Development Bill, 8.
 Austria: infant welfare, 192.
 Automatic Scoreboard Company, Inc., 89.
 Automobile Club of Maryland, 123.
 Automobile theft, 123.
 Automobiles, 31, 35, 39, 40, 62, 166, 191, 200,
 246, 258, 262.
 registration, 238, 254.
 See also Motor vehicles.
 Avery, Sherwood H., 124.
 Aviation, 195.
 Babbitt, H. E., 11.
 Bacteria, 162.
 Bacteriology, 40, 52, 62, 95, 163.
 Baer, F. W., 27.
 Bagley, W. C., 12.
 Bailey, Harriet, 163.
 Bailey, P., 20.
 Bain, J. B., 59.
 Baker, Charles W., 207.
 Baker, H. M., 47.
 Baker, R. S., 16.
 Baker, S. J., 48, 166, 200.
 Bakeries, 79.
 Balderston, R. W., 12, 104.
 Baldwin, Ward, 244.
 Ballard, F. W., 184.
 Balluseck, D. J. de, 99.
 Balmer, Robert, 155.
 Baltimore: 79.
 budget, 92, 140.
 City Charities, Supervisors of, 110.
 City Solicitor, 78.
 Comptroller, 228.
 Engineer, 175.
 government, 10, 143, 167, 251.
 harbor, 10.
 housing problem, 232.
 officials, 123.
 Ordinances, 64, 84, 92, 140.
 piers, 10.
 police, 123, 236.
 port, 168, 184, 212, 223.
 port development, 60, 96.
 Port Development Commission, 168.
 rat extermination, 45.
 refuse disposal, 155, 175, 188, 206, 252.
 sewage disposal, 248.
 street lighting, 178.
 taxation, 10.
 traffic regulation, 188.
 water supply, 146.
 wealth, 10.
 Zoning Commission, 64, 84.
 Bancroft, J. H., 164.
 Banker, Charles E., 116.
 Banks and banking, 55.
 Barcelona: port, 264.
 Barnes, M. C., 43.
 Barr, Martin W., 95.
 Barranquilla, Colombia, South America: water
 supply, 96.
 Barrett, George F., 260.
 Barrows, D. P., 95.
 Barrows, Frank E., 179.
 Bartholomew, Harland, 10, 40, 100.
 Bartlett, W. H., 47, 95.
 Bascom, H. F., 248.
 Bassett, Edward M., 120, 224, 228.
 Bates, Sanford, 207.
 Bath houses, 40.
 Baths, 235.
 Bauer, John, 251.
 Baumberger, J. P., 56.
 Bawden, W. T., 71.
 Baxter, Leon H., 251.
 Baxter, Sylvester, 11.
 Bayle, H. W., 163.

- Beadleston and Woerz, Inc., 88, 89.
 Beals, A. E., 20.
 Beard, Harriet E., 155.
 Beaumont: rat extermination, 122.
 Bee, W. D., 60, 244.
 Begg, W. A., 123.
 Belgium: infant welfare, 192.
 Bell, J. Franklin, 228.
 Bell, William H., 239.
 Bellairs, K. G., 83.
 Bennett, E. H., 92, 170.
 Berg, David E., 183.
 Berkeley, Cal.:
 government, 229.
 Ordinances, 244.
 Police Department, 266.
 Berlin: street railways, 264.
 Bernhagen, Lewis O., 132.
 Berry, C. W., 166.
 Besson, F. S., 72, 84, 120.
 "Better Times," 38.
 Bettman, Alfred, 252.
 Beyer, O. S., 12.
 Bibbins, J. R., 12.
 Billboards, 58, 70, 253.
 Binder, Rudolph M., 118.
 Bingham, C. A., 100, 103.
 Binghamton, N. Y.: Ordinances, 252.
 Biography, 201.
 Birnatingl, H. J., 96.
 Bishop, E. S., 163.
 Bishop, F. L., 201.
 Bismarck, N. D.: parks, 146.
 Bittner, Adela K., 136.
 Bittner, W. S., 19, 56, 82.
 Black, Henry C., 47, 95.
 Blackham, R. J., 59.
 Blanchard, Arthur H., 168.
 Blicch, S. D., 156.
 Bliss, C. A., 182.
 Bliss, E. W., and Co., 87.
 Bloomfield and Bloomfield, 267.
 Blount, Bertram, 31.
 Blueprints, 8, 40, 130.
 Blum, Charles, 135.
 Blumgart, Leonard, 251.
 Boards of Education, 240.
 Boilers, 104.
 Bok, Edward W., 266.
 Bolander, L. H., 104, 134, 148.
 Bolduan, C. E., 166.
 Bolduan, Charles F., 95, 163.
 Bolt, Richard A., 251.
 Bolton, Eric I., 219.
 Bonds, 99, 115, 130, 239, 267.
 municipal, 99, 250, 255.
 Bonjour, Felix, 59.
 Bonner, H. R., 175.
 Bonsib, R. S., 244.
 Bookkeeping, 70, 118.
 Borough President, 20.
 Bossom, Alfred C., 159.
 Boston:
 Americanization, 179.
 City Council, 46.
 city planning, 201.
 City Planning Board, 79, 110.
 courts, 71.
 finance, 154.
 government, 204.
 Boston — *Continued.*
 housing problem, 183.
 manual, 75.
 motor vehicles, 146.
 municipal ownership, 182.
 New Sources of Revenue, Committee on, 154.
 pensions, 220.
 police, 72.
 port, 264.
 revenue, 194.
 School Committee, 201, 219.
 schools, 201.
 snow removal, 132.
 Statistics Department, 75, 132.
 street railways, 140.
 See also Boston Elevated Railway Co.
 visual instruction in public schools, 202-203.
 Boston Chamber of Commerce, 154, 183.
 — Special Committee Appointed to Investi-
 gate the Building Situation, 183.
 Boston Elevated Railway Co., 146, 156.
 Boston Society of Architects, 136.
 Boston Society of Civil Engineers, 248.
 Boston Society of Landscape Architects, 136.
 Boulnois, H. Percy, 199.
 Bowden, W. A., 228.
 Bowen, Louise De Koven, 251.
 Bowers, Fred, 119.
 Bowie, C. P., 56.
 Bowles, J. P. B., 166.
 Bowman, John H., 250.
 Boyd, J. T., jr., 11, 40, 96, 123.
 Boyd, Mark F., 147, 163.
 Boyle, James E., 200.
 Boys, 136.
 Brabyn, Harry, 75.
 Brackbill, Anna L., 183.
 Bradbury, Mildred R., 168.
 Bradford, Ernest S., 256.
 Bradley, Florence, 104.
 Bragg, Mabel C., 240.
 Brainard, C. A., 163.
 Brandeis, Louis, 42.
 Breckinridge, S. P., 71, 232.
 "Breviography," 153.
 Bridgeport, Conn.:
 housing problem, 140, 183.
 sewage disposal, 248.
 street railways, 104.
 Bridgeport Housing Conference, 116.
 Bridges, 47, 82, 99, 114, 115, 123, 139, 146, 159,
 174, 211, 222, 246, 251.
 Bridgeton, N. J.: refuse disposal, 155.
 Briggs, W. C., 252.
 Brigham, Henry R., 175.
 Bright, John I., 96.
 Brinckerhoff, H. M., 52, 84, 228.
 Brindell, Robert P., 79.
 Bristol, Conn.:
 city planning, 255.
 port, 104.
 British Columbia: Workmen's Compensation
 Board, 144.
 British Fire Prevention Committee, 82, 183.
 Brittain, H. L., 30.
 Brittain, William M., 184.
 Broadman, Joseph, 143.
 Brockton, Mass.:
 City Planning Board, 112.
 zone system, 112.

- Broderick, J. J., 11.
 Bronx Borough, 118, 251.
 Parks, Dept. of, 7.
 port, 118.
 President, 152, 197.
 Bronx Board of Trade, 118, 225, 251.
 Brooklyn Borough:
 charities, 159.
 court house, 141.
 Parks, Dept. of, 7.
 port development, 148.
 Brooklyn and North River Railroad Co., 5.
 Brooklyn Botanic Garden, 197, 216.
 Brooklyn Bridge Freezing and Cold Storage Co., 87.
 Brooklyn Chamber of Commerce, 18, 176, 207, 234.
 Brooklyn Institute of Arts and Sciences, 216.
 Brooklyn Public Library, 51, 68, 91, 109, 128, 173, 197, 216.
 Brooklyn, Queens County and Suburban Railroad Co., 90.
 Brooklyn Rapid Transit Co., 75.
 Brooklyn Real Estate Board, 180.
 Brooklyn-Richmond freight and passenger tunnel [proposed], 237, 242, 260.
 Brooks, John G., 40.
 Brown, A. F., 15.
 Brown, Alecia I., 144.
 Brown, C. A., 163.
 Brown, Charles L., 155.
 Brown, Elon R., 167.
 Brown, Frank C., 219.
 Brown, Lawrason, 163.
 Brown, Sanger, 47.
 Brown, Walter H., 226.
 Brownell, E. E., 211.
 Brush, G. W., 75.
 Brush, William W., 156.
 Bryant, R. C., 12.
 Buck, A. E., 8.
 Buck, George S., 159.
 Budenz, Louis F., 256.
 Budget making, 36, 153, 191.
 Budgets, 8, 30, 47, 70, 74, 92, 95, 103, 140, 142, 176, 179, 187, 235.
 family, 11, 56, 211, 263.
 See also Cost of living.
 personal, 179.
 Buenos Aires:
 Council, 98.
 municipal grocery, 246.
 physical training, 98.
 port, 168.
 Buffalo:
 Charter, 159.
 Citizens Safe-Traffic Committee, 78.
 City Council, 79.
 civics, 193.
 Civil Service Commission, 154.
 government, 193.
 motion pictures, 193.
 municipal yearbook, 193.
 police, 204.
 refuse disposal, 184.
 Unemployment, City Committee on, 136.
 water purification, 146.
 Buffalo Foundation, 208.
 Buffe, F. G., 248.
 Building and loan associations, 267.
 Building codes, 11, 246, 263, 267.
 Building construction, 15, 31, 32, 79, 99, 115, 142, 147, 174, 211, 227, 246, 263, 267.
 Building management, 219.
 Building Managers and Owners Association of New York, 250.
 Building materials, 32, 40, 268.
 Building Officials' Conference, 147, 246.
 Building trades, 58, 79.
 Buildings, Inspection of, 174.
 Bullock, Charles J., 123.
 Bunker, G. C., 96.
 Burch, Henry R., 192.
 Bureau of Applied Economics, Inc., 8.
 Bureau of Economic Research, 10.
 Bureau of Municipal Research, Akron, O., 15.
 Bureau of Municipal Research, Cleveland, 71.
 Bureau of Municipal Research, N. Y., 12, 76, 189.
 Bureau of Municipal Research, Toronto, 30, 72.
 Bureau of Social Hygiene, 54.
 Bureau of Vocational Information, New York City, 224.
 Burgess, W. Randolph, 39, 63.
 Burgess, Yorke, 43.
 Burgess Engineering Company, 43.
 Burke, E. T., 12, 163.
 Burleigh, Edith N., 268.
 Burnap, George, 10.
 Burnett, L. S., 200.
 Burnham, Athel C., 111, 161.
 Burnham, Daniel H., 262.
 Burnham, H. A., 208.
 Burton, F. T., 180.
 Burton, T. E., 31.
 Bush Terminal Railroad Co., 5, 87.
 Business, 123.
 Business education, 11.
 Business law, 11.
 Butler, Edgar N., 184.
 Butler, Edmond J., 243.
 Byam, W., 163.

C

- Cabot, R. C., 162.
 Cahalane, C. J., 129.
 Calder, W. M., 2, 32, 104.
 Caldwell, F. C., 20.
 Calgary, Canada:
 City Council, 229.
 insurance of employees, 182.
 California:
 Agriculture, Dept. of, 131.
 fire prevention education, 267.
 gas, 83.
 Harbor Commissioners, Board of, 143.
 housing problem, 80.
 Immigration and Housing, Commission of, 80.
 labor laws, 44.
 Labor Statistics, Bureau of, 44.
 officials, 63.
 [Secretary of State], 63.
 University, 263.
 California Commonwealth Club, 168.
 California State Tax Association, 232.
 Cambridge:
 Planning Board, 64.
 zone system, 64.
 Camden: City Council, 240.

- Cameron, H. C., 11, 164.
 Campaigns, 166.
 clean up, 174.
 Campbell, Carlos C., 159.
 Campbell, H. C., 35.
 Campbell, W. H., 220.
 Camps, 187.
 municipal, 15, 110, 187, 201.
 Canada:
 accounts, 118.
 central stations, 115.
 civil service, 79.
 Civil Service Commission, 198.
 Conservation, Commission of, 192.
 Employment Service, 114.
 engineering legislation, 99.
 finance, 192.
 finance, municipal, 255.
 government, municipal, 167, 177.
 housing problem, 44.
 Labor, Dept. of, 200.
 Minister of Trade and Commerce, 84.
 public affairs, 132.
 refuse disposal, 268.
 statistics, 123.
 Statistics, Bureau of, 12, 104, 115, 260.
 taxation, 208.
 unemployment, 248.
 wages, 200.
 workmen's compensation, 176.
 year book, 84.
 Canals, 15, 36, 74, 103, 142, 174, 227, 228.
 Cannon, Lucius H., 2, 230, 268.
 Cannons, H. G. T., 99.
 Caparn, Harold A., 251.
 Cape Town, South Africa: municipal orchestra, 38.
 Capek, Thomas, 263.
 Capes, W. P., 12, 52, 92.
 Carey, H. W., 40, 163.
 Carlson, S. A., 47.
 Carnegie, Andrew, 55, 123, 201.
 Carnegie Endowment for International Peace.
 Division of Economics and History, 207, 208.
 Carnegie Foundation for the Advancement of Teaching, 12, 211.
 Carr, A. M., 104.
 Carr, James D., 164.
 Carr, O. E., 59.
 Carrick, Manton M., 219.
 Carroll, D. D., 174.
 Carter, H. S., 162, 172.
 Cartwright, Frank B., 211.
 Cary, R. L., 104.
 Casenave, M., 11.
 Casey, Daniel N., 224.
 Cass, E. R., 251.
 Cassat, D. B., 208.
 Cassel, Gustav, 12.
 Castellani, A., 163.
 Catlett, Fred W., 52.
 Cauchon, Noulan, 131.
 Cech (Bohemian), 263.
 Czechoslovaks, 263.
 Cedar Rapids, Iowa: fire prevention, 229.
 Celebrations, 95, 130, 246.
 Cement, 31, 35.
 See also Concrete.
 Central Railroad Company of New Jersey, 87.
 Central stations, 19, 115, 238.
 See also Power plants.
 Chadsey, Mildred, 171.
 Chadwick, C. N., 80.
 Chalmers, A. J., 163.
 Chamberlin, Henry B., 63.
 Chambers, F. T., 11.
 Chambers of Commerce, 79, 99, 130, 207, 263.
 Akron, 39.
 Attleboro, 63, 232, 263.
 Boston, 154, 183.
 Brooklyn, 18, 176, 207, 234.
 Chicago, 62, 115, 142, 175.
 Cleveland, 116, 142.
 Decatur, 174.
 Detroit, 168, 263.
 Grand Rapids, 100.
 Kansas City, 178.
 New Orleans, 136, 199.
 New York State, 82, 99, 130, 250, 264.
 Queens, Borough of, N. Y. C., 117.
 United States of America, 76, 82, 84, 100, 174, 211, 263.
 Civic Development Department, 107, 183, 211.
 Chandler, G. F., 80.
 Chandler, H. P., 92.
 Chandler, Willis E., 200.
 Charities, 11, 15, 99, 110, 130, 142, 153, 159, 164, 170, 227, 243, 251.
 See also Community trusts.
 Charles, E. C., 15.
 Charleston: port development, 60.
 Charters, 36, 58, 99, 103, 110, 115, 126, 130, 159, 179, 187, 219, 226, 235, 239, 255.
 Chartography, 42.
 Chase, J. H., 80.
 Chase, W. G., 64.
 Chemical National Bank of New York, 108.
 Chemistry, 15, 163, 179.
 Chenery, William L., 111, 167.
 Cheney, Charles H., 267.
 Cherington, P. T., 59.
 Chesebrough Building Company, 5.
 Chicago, 191, 207.
 bridges, 123, 146.
 building construction, 246.
 charities, 142, 251.
 City Council, 188, 200.
 city planning, 8, 92, 159, 191, 255.
 Commission on Local Transportation, 168.
 Committee on Local Transportation, 139, 164, 212.
 Comptroller, 228.
 crime and criminals, 62, 115.
 daylight saving, 146.
 elections, 123.
 electrical code, 228.
 Engineers, Board of Supervising Chicago Traction, 224.
 fire, 251.
 Fire Department, 266.
 gas, 256.
 Gas and Electricity, Dept. of, 228.
 government, 167, 213.
 harbor, 103.
 Health, Dept. of, 46.
 housing problem, 260.
 licenses, 123.
 Mayor, 124, 168.

Chicago — *Continued.*

- motor fire apparatus, 266.
- Municipal Reference Library, 176.
- parks, 92.
- piers, 100.
- Plan Commission, 8, 146, 179.
- police, 111.
- Police Department, 62, 220, 240, 241.
- policewomen, 150.
- population, 111.
- port development, 124.
- public works, 204, 248.
- Public Works, Dept. of, 100.
- Railway Terminal Commission, 244.
- rapid transit, 96.
- refuse disposal, 44, 92, 188, 200, 268.
- rents, 75.
- revenue, 122.
- Sanitary District, 92.
- smoke abatement, 60.
- snow removal, 112, 132.
- South Park Commissioners, 223.
- street railways, 139.
- street widening, 122.
- streets, 112.
- taxes, 140.
- terminals, 188, 264.
- unemployment, 180.
- visual instruction in public schools, 202-203.
- water supply, 192.
- zoological gardens, 144.
- Chicago Association of Commerce, 62, 115, 142, 175.
- Chicago Bureau of Public Efficiency, 123, 130, 232.
- Chicago Camera Club, 110.
- Chicago Community Trust, 260.
- Chicago Crime Commission, 62, 63, 115, 175.
- Chicago Municipal Art League, 110.
- Chicago Real Estate Board, 75.
- Chicago Zoological Gardens Committee, 144.
- Child, John T., 164.
- Child, Stephen, 111, 238.
- Child hygiene, 179.
- Child labor, 43, 74, 155, 227.
- Child welfare, 11, 40, 43, 99, 116, 163, 191, 198, 251.
- Children, care and hygiene, 11.
- diseases, 15.
- subnormal, 116, 164.
- China: libraries, 131.
- Chubb and Son, 5.
- Cincinnati:
 - city planning, 236, 244.
 - rapid transit, 212, 236.
 - rat extermination campaign, 45.
 - Street, Sewer and Catch-basin Cleaning, Dept. of, 180.
 - street railways, 76, 252.
 - terminals, 244.
 - water supply, 208.
- Citizens Committee on City Plan of Pittsburgh, 2, 48, 121, 228.
- Citizens League of Kansas City and Jackson County, 178.
- Citizens' Union of the City of New York, 131, 148, 223.
- Citizens' Zone Plan Conference, Chicago, 20.
- Citizenship, 19, 43, 52, 56, 103, 144, 159, 166, 191, 198, 206, 239.
- See also* Americanization; Civics.
- City Club of Chicago, 11, 96, 180.
- City Club of Milwaukee, 75, 76.
- City Club of New York, 44, 136, 155, 192.
- City Club of Portland, 239.
- City farms, 63.
- City Halls, 182.
- City Island Motor Bus Company, Inc., 89.
- City manager plan, 3, 8, 19, 43, 52, 59, 70, 110, 115, 119, 136, 142, 169, 179, 182, 213, 226, 235, 246, 255, 266.
- City Managers' Association, 8, 53, 213, 235.
- City plan commissions, 115.
- City planning, 2, 8, 15, 38, 40, 43, 56, 61, 63, 70, 79, 81, 92, 99, 103, 110, 112, 119, 123, 131, 143, 159, 170, 174, 179, 191, 198, 201, 223, 228, 236, 239, 247, 255, 262, 263, 267.
- "City-State-Nation," 98.
- Civic Benefactors Commission, 116.
- Civic centers, 31, 99.
- Civic Club of Philadelphia, 76.
- Civic Federation of Dallas, 159, 199, 240.
- Civic League of Cleveland, 154.
- Civic surveys, 179.
- Civics, 11, 31, 36, 54, 56, 63, 70, 75, 95, 102, 103, 115, 131, 143, 153, 159, 174, 179, 191, 193, 195, 198, 206, 255, 263.
- See also* Americanization; Citizenship.
- Civil service, 15, 36, 42, 56, 63, 70, 79, 115, 140, 154, 164, 174, 175, 198, 207, 211, 212, 228, 247, 267.
- Civil Service Chronicle, 129, 135.
- Civil Service Reform Association, 207.
- Clapp, L. W., 142.
- Clarida, R. O., 40.
- Clark, A. B., 208.
- Clark, Edward, 243.
- Clark, H. C., 32.
- Clark, Ruth S., 95.
- Clark, W. C., 60.
- Clement, C. E., 48.
- Cleveland, F. A., 8.
- Cleveland, Grace J. A., 206.
- Cleveland:
 - auditorium, 54, 99, 110.
 - baths, 8.
 - building construction, 142.
 - Bureau of Information and Research, 133.
 - charities, 170.
 - City Plan Commission, 159, 228.
 - city planning, 143, 159, 240.
 - community centers, 8.
 - crime and criminals, 239.
 - dance halls, 8.
 - debt, 71.
 - finance, 228.
 - government, 133, 154, 246, 255.
 - grade crossings, 207.
 - health, 190.
 - libraries, 8.
 - Metropolitan Park District, 92.
 - motion pictures, 8.
 - municipal steam heating plant, 267.
 - Ordinances, 40.
 - playgrounds, 8.
 - Police Department, 264.
 - profit sharing, 116.
 - recreation, 8, 92, 100.

Cleveland — *Continued.*

Sanitary Code, 40.
 sewage disposal, 36, 92, 224.
 street railways, 140.
 traffic regulation, 164.
 tuberculosis, 190.
 venereal diseases, 190.
 visual instruction in public schools, 202–203.
 water supply, 64.
 zone system, 228.
 Cleveland Chamber of Commerce, 116.
 Building Costa Investigation Committee, 142.
 Cleveland Foundation, 8, 92, 170, 247.
 Cleveland Heights:
 City Planning and Zoning Commission, 240.
 Ordinances, 240.
 Cleveland Hospital Council, 190.
 Cleveland Trust Company, 164.
 "Cleveland Yearbook," 171.
 Cleworth, T. W., 206.
 Clinton, George, 103.
 Coal, 20, 254.
 Cobb, W. Bruce, 192.
 Cochran, Herbert G., 235.
 Cocks, Orrin G., 92.
 Cofer, L. E., 166.
 Cohen, Julius H., 96, 111, 260.
 Cold storage, 243.
 Collective bargaining. *See* Arbitration and conciliation, Industrial.
 College men, 207.
 Colleges and universities, 59, 154.
 Collins, C. D., 8.
 Collins, J. Franklin, 176.
 Collis, E. L., editor, 20, 162.
 Colorado, 143.
 Civil Service Commission, 140.
 Immigration, Board of, 143.
 Colorado Springs: city manager plan, 3.
 Columbia University, 8, 87.
 Columbus, Ohio, 232.
 civic center [proposed], 182.
 Police Department, 184.
 refuse disposal, 60, 72, 120.
 Comey, A. C., 52, 120.
 Comfort Station Committee, Newark, N. J., 155.
 Comfort stations, 15, 59.
 Commerce, 63, 79, 166, 199.
 Commercial Reference Library [London], 183.
 "Commercial Transportation News," 121.
 Commission government, 43, 143, 159, 179, 199.
 Committee for State Police (N. Y. S.), 220.
 Committee on Non-Partisan Facts about New York, 234.
 Commons, John R., 153, 228, 259.
 Community buildings, 63.
See also Memorials.
 Community centers, 43, 191.
 Community civics. *See* Civics.
 Community development, 56, 147, 223.
 Community organization, 243.
 Community service, 110, 232.
 Community Service, Inc., 71, 187.
 Community trusts, 59, 260.
 Compagnie du Metropolitan, 182.
 Comstock, William P., 56, 178.
 Concrete, 11, 167, 207, 215, 239.
See also Pavements; Roads.
 Concrete construction, 35, 251.
 Coney Island and Brooklyn Railroad Co., 89.

Conference of Mayors and Other City Officials of the State of New York, 103, 136.

Connecticut:

Civil Service Commission, 63.
 Education, Board of, 166.
 employment-certificate records, 43.
 feeble-minded, 15.
 street railways, 104.
 Conover, Milton, 220.
 Conron Bros. Co., 87.
 Conservation, 254.
 Consolidated Gas Co. of New York, 87.
 Consolidation. *See* Government, Municipal.
 Constitutional conventions, 191, 259.
 Constitutions, 15, 43, 207.
 Consumers' League of Cincinnati, 179.
 Consumer's League of New Jersey, 184.
 Contagious diseases, 215.
 Conway, J. F., 129.
 Conyngton, Thomas, 11, 55.
 Cook, Frederic W., 207.
 Cook County, Ill.:
 charities, 251.
 Commissioners, 130.
 Cooke, Morris L., 160.
 Cooley, A. M., 162.
 Cooley, E. J., 30, 131, 155.
 Cooperation, 15, 38, 43, 56, 70, 103, 114, 160, 167, 179, 223, 239, 263.
 Cooperative stores, 43, 56.
 Coordinating Committee on Employment Activities of New York City, 150, 187, 199.
 Cope, Henry F., 59.
 Copeland, Royal S., 199.
 Cornelius, A. E., 103.
 Corporation of Trinity Church, 5.
 Corporations. *See* Franchises.
 Cost accounting, 191, 208, 223, 250.
 Cost of living, 11, 19, 32, 96, 164, 179, 192, 211, 223, 243, 247, 264.
 Costello, Augustine E., 204.
 Cotton, William J. H., 56.
 Coulter, Waldo S., 260.
 Countryman, E. B., 32.
 County. *See* Government, County.
 County manager, 246.
 Courts, 30, 36, 38, 47, 71, 131, 143, 147, 175, 192, 223, 267.
 industrial, 43, 79, 180, 211, 219.
 Cowie, F. W., 16.
 Craig, C. F., 163.
 Craig, Charles L., 103, 115, 140, 160, 201, 265.
 "Crain's Market Data Book and Directory of Class, Trade and Technical Publications," 119.
 Cram, Ralph A., 201.
 Crane, Jacob L., jr., 223.
 Crary, Harold, 71.
 Crawford, Andrew W., 110, 223.
 Crecraft, Earl W., 43.
 Credit, 11.
 Credit Union of the Employees' Conference Committee, City of New York, 138.
 Creel, George, 175.
 Creel, R. H., 143.
 Cret, Paul P., 10, 40.
 Crime and criminals, 31, 59, 62, 63, 82, 110, 115, 143, 154, 167, 175, 183, 192, 201, 207, 219, 239, 262.
 Cripples, 43, 123.

Crist, Raymond F., 116.
 Crosby, O. T., 12.
 Cross, Mabel, 44.
 Crothers, Rachel, 130.
 Crotty, Charles, 223.
 Crowell, Chester T., 144.
 Crowther, Samuel, 40.
 Cruikshank, Alfred B., 158.
 Crutchfield, J. S., 12.
 Cuba North and South Railroad Co., 230.
 Cuban Railroad Commission, 230.
 Cudahy Packing Company, 87.
 Culbert, Jane F., 251.
 Culver, Frederic, 96.
 Cumming, H. S., 83.
 Cunliff, Nelson, 236.
 Cureton, C. M., 80.
 Curran, H. H., 20, 124, 183, 220, 236.
 Curry, H. Ida, 243.
 Curtis, D. H., 32.
 Curtis, Robert D., 179.
 Curtis Service Bureau, 136.
 Cusick, John F., 264.
 Cutts, Francis T., 244.

D

Dacy, George H., 246.
 Dairying, 40.
See also Milk supply.
 Dallas, Texas:
 abattoirs, 19.
 charities, 159.
 city planning, 119.
 Fire Department, 266.
 juvenile delinquency, 199.
 markets and marketing, 144.
 newsboys, 199.
 Ordinances, 256.
 public works, 188.
 Dallas Property Owners' Association, 188.
 Dalton, Clarence, 84.
 Dalzell, A. G., 255.
 Dams, 15.
 Daniels, John, 187.
 Dapron, J. M., 12.
 Daukes, S. H., 80.
 Davenport, Frederick M., 267.
 Davenport, Iowa:
 playgrounds, 54.
 police, 148.
 street railways, 248.
 Davidson, E. W., 222.
 Davies, S. P., 8.
 Davis, Calvin S., 159.
 Davis, Elmer, 243.
 Davis, M. M., jr., 80.
 Davis, P. A., 47.
 Davis, Philip, 20, 42.
 Dawley, Almena, 94.
 Dawson, Damer, 171.
 Dawson, Edgar, 36.
 Day, H. S., 12.
 Day, Susanne R., 175.
 Daylight saving, 146, 154, 160, 187.
 Dayton, Ohio:
 City Commission, 103.
 refuse disposal, 54.
 DeBoer, S. R., 112.
 Debt, 115, 119, 176.
 Decatur, Ill.: Plan Commission, 174.
 Decatur Association of Commerce, 174.
 Deering, Edward M., 201.
 Degnon Terminal Railroad Corporation, 6, 89.
 Delafield, F., 163.
 Delano, J. A., 163.
 Delaware:
 Americanization, 47, 235.
 child welfare, 198.
 Reconstruction Commission, 198.
 roads, 168.
 Survey Commission, 211.
 Delaware River, 240.
 Delbridge, Charles L., 147.
 Delinquency, 33.
 Delinquents, 94.
 Democracy, 31, 59.
 Dennett, R. H., 11, 163.
 Denno, W. J., 161.
 Dental hygiene, 162.
 Denver:
 art, 52.
 Auditor, 255.
 finance, 255.
 police, 98.
 Rent Commission, 229.
 salaries, 176.
 visual instruction in public schools, 202-203.
 Des Moines, Iowa:
 Municipal Observatory, 213.
 street railways, 204, 220, 236.
 Desmond, M. J., 182.
 "The Detective," 157.
 Detectives, 183.
 Detroit:
 Belle Isle Bridge, 159.
 bridges, 246.
 budget, 140.
 Charter, 159.
 City Plan Commission, 82.
 city planning, 119.
 commerce, 168.
 cost of living, 247.
 crime and criminals, 167.
 debt, 115, 119.
 Education, Board of, 140, 219, 236.
 employment, 99.
 Fire Department, 75.
 fire prevention, 263.
 motor bus, 204.
 municipal cement plant, 182.
 municipal garage, 267.
 parks, 212.
 police, 56.
 Police Dept., 158, 229, 261.
 policewomen, 158.
 Poor Commission, 158.
 port development, 48.
 probation, 75.
 public works, 38, 112.
 Public Works, Dept. of, 99.
 Recorder's Court, 223.
 recreation, 72.
 schools, 219.
 sewers, 248.
 street railways, fares, 156.
 taxes, 44.
 unemployment, 176.
 University, 179.

Detroit — Continued.

visual instruction in public schools, 202-203.
 water waste, 268.
 zoological gardens, 180.
 Detroit Board of Commerce, 168, 263.
 Detroit Bureau of Governmental Research, Inc.,
 32, 44, 48, 59, 75, 86, 104, 112, 115, 119,
 223, 224, 229, 244.
 Detroit Municipal Railway, 98.
 Detroit-Windsor International Span, 222.
 Diabetes, 147.
 Dickie, Perry, 144.
 Dietetics, 15, 162, 172.
 Dietitians, 158.
 Dimock, A. H., 132.
 Diphtheria, 90, 246.
 Directories, 15, 40, 47, 118, 119, 123, 153, 179,
 194, 234.
 Diseases, 166, 247, 255.
 infectious, 254.
 Disinfestation, 95.
 Dispensaries, 191.
 District of Columbia:
 Metropolitan Police, 116, 160.
 Playgrounds, Dept. of, 184.
 Public Utilities Commission, 100, 224.
 refuse disposal, 72, 84.
 rents, 244.
 Zoning Commission, 64.
 Districting. *See* Zone System.
 Dittoe, W. H., 264.
 Docks, 10, 263.
 See also Piers; port development.
 Dodd, P., 252.
 Dodd, W. L., 166.
 Dodds, H. W., 251.
 D'Olier, William L., 184.
 Donald, W. J., 110.
 Donley, William McC., 228.
 Donnelly, June R., 130.
 Donovan, John J., 155.
 Dorton, R. M., 136.
 Dougherty, H. V., 111.
 Dougherty, T. F., 83.
 Douglas, Archer W., 124.
 Douglass, Robert Dun, 87.
 Dow, Charles M., 239.
 Dowd, M. T., 11, 162.
 Downer, George S., 200.
 Doyle, E. P., 95.
 Doyle, E. T., 2.
 Draper, W. A., 76.
 Draughting, 166, 199.
 Driscoll, M. E., 120.
 Drug addicts, 164, 201.
 Drugs, 258.
 Drund, Marie, 163.
 Duane, Allan, 116.
 Dubois, Pa.: milk supply, 83.
 Duclaux, Emile, 163.
 Dukema, F. L., 70.
 Dulles, C. W., 162.
 Duluth, Minn.: visual instruction in public
 schools, 202-203.
 Dumas, W. P., 80.
 Duncan, John W., 251.
 Dunham, E. K., 166.
 Dunlap, Al, 157.
 Dunlap, John H., 156, 260.
 Dunn, A. W., 36, 153, 174.

Dunton, W. R., jr., 163.
 Durham, Elizabeth P., 71.
 Dust, 161.
 Dutch Chamber of Commerce, 99.
 Dyer, George R., 200.
 Dykes, A. L., 39.

E

Eagles, R. H., 72.
 East Orange, N. J.: Commission on Building
 Districts and Restrictions, 120.
 East St. Louis:
 city planning, 40, 56.
 War Civics Committee, 40.
 Economics, 192.
 Eder, Matthew J., 138.
 Edgerton, Edwin O., 256, 268.
 Edinburgh: aerial survey, 146.
 Education, 15, 19, 56, 59, 71, 79, 80, 82, 95, 115,
 123, 143, 150, 154, 160, 167, 175, 183, 199,
 201, 219, 232, 236, 239, 240, 247, 263.
 elementary, 12, 76.
 finance, 39, 143, 183.
 secondary, 175.
 See also Americanization; Civics; Schools;
 Vocational education.
 Educational directory, 123.
 Educational legislation, 263.
 Educational surveys, 179, 199.
 Egbert, Seneca, 162.
 Eggert, E. G., 45.
 Eichel, Eugene, 264.
 Eichhorn, W. H., 63.
 Eisenberg, Louis, 5.
 El Paso: bridges, 114.
 Eldred, Arvie, 263.
 Elections, 123, 131, 143, 236.
 non-partisan, 120.
 Electric wire and wiring, 47, 228.
 Electrical engineering, 8, 43, 228.
 Electricity, 36, 143, 256.
 rates, 143.
 Electrolysis, 167, 211.
 Elevators, 243.
 Elizabeth, N. J.: visual instruction in public
 schools, 202-203.
 Ellis Island, 148.
 Ellms, Joseph W., 60.
 Else, N. C., 83.
 Emerson, Haven, 99.
 Emmerson, Louis L., 143.
 Employers, 100.
 municipal, 182, 247.
 Employment, 15, 43, 99, 110, 119, 136, 154, 187,
 199.
 Employment agencies, 103, 114, 119, 123, 167,
 201, 228, 236.
 Employment certificate system, 227.
 Employment management, 171.
 Employment systems, 95, 119, 219.
 Emporia: courts, 143.
 Encephalitis, 34, 115, 162.
 Engineering, 8, 99, 123, 175, 267.
 Engineers, 79, 199.
 England: unemployment, 240.
 Engler, Irvin, 110.

- English, 36, 43, 154, 180.
 teaching to foreigners, 154.
 See also Americanization.
 Eno, W. P., 12, 208.
 Enright, Richard E., 128, 143, 148, 168, 175.
 Entomology, 195.
 Eppich, Elinor M., 116.
 Erdman, Henry E., 219.
 Erie, Pa.: visual instruction in public schools,
 202-203.
 Erie County: social service, 208.
 Espy, James C., 138.
 Esquerre, Paul-Joseph, 130.
 Ettinger, W. L., 92, 115, 232.
 Evanston, Ill.:
 Ordinances, 184.
 zone system, 184.
 Zoning Commission, 64.
 Evening and continuation schools, 95, 115, 147.
 Excavating machinery, 71.
 Exceptional children, 15.
 Exhibits, 119.
 Export and Import Board of Trade of Balti-
 more, 212, 223.
 Eytinge, Bruce, 39, 130.
- F**
- Fairchild, C. B., jr., 175.
 Fairfax, Virginia, 112.
 Fairfield, H. P., 8.
 Falconer, Douglas P., 243.
 Fall River, Mass.:
 aerial photograph, 3.
 Health, Board of, 155.
 unemployment, 134.
 Family budgets. *See* Budgets, Family.
 Farnsworth, Paul V., 263.
 Farrar, Geraldine, 130.
 Farrell, Mary L., 243.
 Farrier, Edna, 208.
 Fassett, C. M., 43, 167, 183.
 Fatigue, 56, 131.
 Fay, Spofford and Thorndike, 16.
 Federal Reserve System, 11.
 Federal Water Power Act, 64.
 Feeble-minded, 15, 20, 94, 95, 166, 192.
 Fenkell, George H., 268.
 Fernald, Mabel R., 94.
 Ferrell, J. A., 131.
 Ferryboats, 219.
 Fielding, W. J., 164.
 Fieldner, A. C., 112.
 Fifth Avenue Coach Company, 89.
 Figg, H. E., 12.
 Filene, Catherine, 130.
 Filing systems, 79.
 Filled milk, 223.
 Filsinger, Ernst B., 63.
 Filters, 95.
 Finance, 32, 59, 143, 160, 183, 228, 236, 263.
 municipal, 43, 59, 71, 98, 115, 140, 154, 187,
 192, 255, 267.
 Finch, Charles E., 179.
 Finger prints, 15.
 Finland: snow removal, 56, 60.
 Finney, H. A., 259.
 Fire, 35.
 Fire alarm systems, 266.
 Fire and Water Engineering, 144.
 Fire apparatus, 110.
 Fire departments, 75, 180, 204.
 Fire-fighting, 158.
 Fire losses, 119.
 Fire Marshals Association of North America,
 27.
 Fire prevention, 26, 43, 82, 115, 135, 174, 183,
 207, 221, 223, 228, 229, 247, 263, 267.
 Fire Prevention Day, 228.
 Fire protection, 56, 119, 247, 252.
 aerial, 25.
 Firemen, 79, 223.
 hours, 25, 75, 169, 180, 190, 251.
 Firemen's pensions, 60.
 Fires, 25, 83, 251.
 First aid to the injured, 162.
 First National Bank of Boston, 75.
 Fischer, L. Davis, 163.
 Fisher, Dorothy C., 43.
 Fisher, Edmund D., 252.
 Fisher, John S., 267.
 Fishing, municipal, 255.
 Fisk, E. F., 166.
 Flanagan, James A., 239.
 Flanagan, Luke, 158.
 Fleisher, Alexander, 47, 161.
 Fleming, D. H., 255.
 Flint, Herbert L., 260.
 Flint (Mich.):
 city planning, 70.
 City Planning Board, 70.
 Floods, 255.
 Florida:
 Pensions, Board of, 160.
 sewage disposal, 52.
 Flynn, John T., 199.
 Follin, J. W., 72, 192.
 Folsom, S. A., 59.
 Food, 11, 79, 162, 166, 247.
 Food distribution, 79, 143.
 Food supply, 99.
 Foot troubles, 59.
 Ford, Bacon and Davis, 180.
 Ford, George B., 53, 228.
 Ford, George F., 191.
 Ford, John, 192.
 Foreign trade, 75, 143, 148, 167, 247.
 Forestry, 3, 25, 110.
 Forman, S. E., 54.
 Fort Collins, Colo.: advertising, municipal, 110.
 Fosdick, Raymond B., 54, 116, 129, 189, 264.
 Foster, M. H., 162.
 Foster, W. T., 10.
 Foundations, 75.
 Fowler, Charles E., 75, 104.
 Fox, Anna B., 243.
 France:
 American Red Cross, work in, 148.
 city planning, 191.
 government, 95.
 housing problem, 96, 236.
 infant welfare, 192.
 Franchises, 32, 75, 183.
 Frankel, L. K., 47, 161.
 Franklin, Fabian, 12.
 Fraser, Chelsea C., 102.
 Frederick Starr Coal Co., 87.
 Fredericksburg, Va.: documents, 154.
 Frederiksen, J. D., 162.

Free ports, 240.
 Freeman, Miller, 111.
 Freight handling, 119, 255.
 Freight transportation, highway, 63.
 Frentz, T. R., 204.
 Frick, Eleanor H., 175.
 Friday, David, 12.
 Friedel, J. H., 147.
 Frothingham, Eugenia B., 155.
 Fuel, 47.
 Fuel oil, 71.
 Fuel yards, 111.
 Fuld, L. F., 11.
 Fulham, Eng., 146.
 Fuller, George W., 200, 244, 264.

G

Gadsden, P. H., 236.
 Gainsburgh, E. L., 162.
 Gair Realty Corporation, 87.
 Galbraith, A. M., 162.
 Galveston: rat extermination, 122.
 Garages, 32, 182, 228, 267.
 municipal, 182, 267.
 Garden cities, 11, 110, 183, 192.
 See also Housing problem.
 Garden Cities and Town Planning Association, 183, 192.
 Gardner, Edw. H., 97.
 Gardner, F. S., 103.
 Gardner, H. C., 16.
 Garment Centre Realty Co., Inc., 87.
 Garrett, P. W., 12.
 Garrison, Lindley M., 89, 90.
 Garrison, P. E., 252.
 Gas, 83, 119, 256.
 Gas plants, 256.
 municipal, 266.
 Gas rates, 267.
 Gascoigne, G. B., 36, 92.
 Gasoline, 32.
 Gasoline engines, 39.
 Gasser, C. Albert, 183.
 Gawley, G. J., 27.
 Gelinas Engineering Co., Inc., 244.
 General Education Board, 224.
 George, H. H., 154.
 Gerhard, William P., 124, 153.
 Germany:
 housing problem, 44, 111.
 industrial conditions, 104.
 infant welfare, 192.
 Gertz, S., 60.
 Geschickter, Charles, 61.
 Gesell, Arnold, 15, 251.
 Geupel, L. A., 260.
 Gilbert, Cass, jr., 201.
 Gilbert, Chester G., 254.
 Gilkison, George F., 156.
 Gillin, John Lewis, 238.
 Girard, Stephen, 55.
 Gleason, Arthur, 83.
 Gleason, G. P., 103.
 Goddard, H. H., 166, 192.
 Gold, Howard R., 167.
 Goldberg, Jacob A., 211.
 Goldsborough, S. A., 79.
 Goldwater, S. S., 164.
 Golf, municipal, 52, 251.
 Goodwin, Joseph, 32.
 Gordon, William H., 171.
 Government, 8, 15, 32, 39, 42, 47, 95, 119, 159, 182, 266.
 county, 86, 103, 116, 143, 183, 232, 246.
 See also County manager.
 municipal, 8, 10, 11, 20, 38, 39, 47, 52, 71, 80, 83, 103, 110, 115, 116, 120, 123, 126, 131, 133, 140, 143, 148, 154, 167, 169, 177, 180, 183, 187, 193, 199, 204, 213, 219, 223, 226, 232, 235, 236, 251, 255, 266.
 See also Charters; City manager plan; Commission government; Home rule.
 state, 40, 59, 63, 80, 167, 174, 211, 232.
 Government ownership, 136, 192, 207.
 Governmental Research Conference of the United States and Canada, 212.
 Governors' messages, 123.
 Grade crossings, 143, 207.
 Graham, Lloyd S., 184.
 Graham-Mulhall, Sara, 164.
 Grand Rapids:
 City Commission, 83.
 manufacturers, 100.
 sewage disposal, 155.
 street railways, 116.
 visual instruction in public schools, 202-203.
 Grand Rapids Association of Commerce, 100.
 Graper, Elmer D., 220.
 Graves, Frank P., 59.
 Graves, Ross, 103.
 Gray, George H., 236.
 Great Britain:
 Departmental Committee on the Superannuation of Persons Employed by Local Authorities in England and Wales, 72.
 fire prevention, 183.
 government control of industry, 208.
 health insurance, 140.
 housing problem, 56, 75, 77-78, 96, 116.
 infant welfare, 192.
 Local Government Board, 71.
 Ministry of Health, 44, 131.
 municipal officials, 194.
 Parliament, 83.
 ports, 11.
 safety, 16.
 sewage disposal, 120.
 smoke abatement, 44.
 unemployment, 112, 176, 232.
 unemployment insurance, 134.
 Gréber, Jacques, 43, 110.
 Greece: water supply, 176.
 Greeley, S. A., 60.
 Greeley, W. R., 100.
 Green, G. A., 256.
 Green, R. M., 72.
 Green, Stuart A., 171.
 Green Bay, Wis.: city planning, 38.
 Greenfield, R. E., 212.
 Greenhalgh, George, 260.
 Greening, Edward O., 263.
 Gregg, J. W., 201.
 Grinnalds, J. C., 64, 112, 120.
 Gruenberg, F. P., 83.
 Grund, Marie, 95.
 Grundy, William G., 207.
 Grunsky, C. E., 15.

Guaranty Trust Co. of New York, 136.
 Guerard, A. R., 166.
 Guilfooy, W. H., 166.
 Gulick, Mrs. Luther H., 130.
 Gulick, L. H., 36, 47, 80, 103, 189, 253.
 Gulick, S. L., 111.

H

- Haag, Joseph, 137, 154.
 Haas, O. F., 256.
 Haber, R., 20.
 Hagelbarger, Henry M., 256.
 Haig, Robert M., 100.
 Hailman, James D., 228.
 Hair brushes, 90.
 Hale, Frank E., 212.
 Haley, Theresa S., 144.
 Halifax: housing problem, 83.
 Hall, M. A., 31.
 Hall, Sophia, 119, 226.
 Hallett, George H., jr., 240.
 Halliday, Sara L., 161.
 Halverton, H. A., 232.
 Ham, W. H., 140, 183.
 Hamburg: elevated railways, 264.
 Hamilton, Arthur H., 261.
 Hamilton, John A., 44, 103, 219.
 Hamilton, Mary E., 160, 168, 204.
 Hammarstrand, Nils, 15, 43.
 Hammond, George T., 199, 264.
 Hancock, S. F., 103.
 Hancock, T. R., 104.
 Haney, L. H., 16.
 Hanigan, T. W., 159.
 Hannan, William E., 183, 199.
 Hannestad, S. E., 72.
 Hansen, A. H., 12.
 Harap, Henry, 103.
 Harbeson, John F., 130.
 Harbor pollution, 99, 263.
 Harbors, 10, 71, 103, 104, 111, 143.
See also Port development.
 Harding, H. McL., 64.
 Harkness, Leroy T., 218.
 Harman, John N., 104.
 Harper, R. B., 119.
 Harris, Emerson P., 114.
 Harris, H. M., 36.
 Harris, L. I., 6, 219.
 Harris, Muriel, 124.
 Harrisburg, Pa.:
 education, elementary, 12.
 Special Committee of the Board of School
 Directors, 76.
 Harrison, G. Charter, 191.
 Harrison, J. L., 96.
 Harrow, Benjamin, 247.
 Hart, Joseph K., 147.
 Hartford, Conn.:
 Charter, 235.
 municipal register, 180.
 Ordinances, 235.
 Hartt, Rollin L., 167.
 Hartung, Paul A., 120.
 Harvard University. School of Landscape
 Architecture, Library, 36.
 Harvey, Richard S., 247.
 Harvier, Ernest, 83.
 Hasakari, Joseph F., 244.
 Hastings, E. G., 40.
 Hatch, H. A., 140.
 Hathaway, C. Eveleen, 183, 199, 204.
 Hatt, William K., 167.
 Hausmann, Daniel A., 228.
 Havana: subway, 230.
 Havens, W. L., 92.
 Hay, J. H., 32, 48.
 Hay, Mary Garrett, 130.
 Haycs, Mary H. S., 94.
 Hayhurst, E. R., 56.
 Hayler, Guy W., 70, 92.
 Haynes, George E., 167.
 Haynes, R., 8.
 Haythe and Co., 47.
 Hayward, D. D., 255.
 Head, Joseph, 162.
 Health, 47, 59, 83, 99, 118, 161, 190, 191, 207,
 219.
 See also Hygiene.
 Health centers, 15, 80.
 Health education, 240, 267.
 Health problems, 39.
 Health surveys, 190.
 "Health town," 226.
 Heating, 39, 154, 158, 255, 267.
 Hebert, Henri, 248.
 Hecht, George J., 38.
 Hedges, Florence, 163.
 Hedley, Frank, 120.
 Hegardt, G. B., 48, 96, 252.
 Height of buildings, 164.
 Heineman, P. G., 162.
 Henderson, W. M., 71, 83.
 Hepburn, A. B., 11.
 Hersey, F. W., 47, 179.
 Hess, A. F., 166.
 Heydecker, W. D., 53.
 High School Teachers Association of New York
 City, 218.
 Hill, Charles H., 207.
 Hill, H. W., 163.
 Hillman, Sidney, 140.
 Hilly, A. J. W., 2.
 Hines, Frank H., 235.
 Hinrichs, F. W., 235.
 Hoch, August, 166.
 Hoffman, F. L., 16.
 Hoffman, Wright, 191.
 Holland: housing problem, 83.
 Hollander, J. H., 12.
 Holliday, A. C., 111, 191, 223.
 Hollingworth, L. S., 116, 164.
 Holmes, G. E., 100.
 Holsworth, Wayne C., 267.
 Holway, B. A., 212.
 Holwell, Joseph J., 181.
 Holyoke: Americanization, 191.
 Home beautification, 142.
 Home economics, 162.
 Home rule, 120, 191.
 Hongkong: rent profiteering, 220.
 Hool, George A., 115.
 Hoover, Herbert, 71, 79.
 Hoover, S. R., 118.
 Hopkins, Albert A., 175.
 Hopkins, J. C., 132.
 Hopkins, R. J., 111.
 Hopley, Frank D., 79.

Horack, F. E., 11.
 Horne, Frank A., 243.
 Horner, F. C., 63.
 Hospitals, 75, 116, 191.
 Houghton, Carlos C., 176.
 Hours of labor, 123, 183, 188, 200.
 House numbering, 78, 247.
 Housing, copartnership, 16, 96, 116, 175.
 Housing problem, 3, 11, 15, 16, 20, 32, 39, 44,
 47, 55, 56, 71, 75, 77-78, 80, 83, 96, 103,
 107-108, 110, 111, 116, 120, 122, 123, 131,
 136, 140, 143, 148, 154, 175, 178, 183, 192,
 204, 207, 211, 219, 227, 232, 236, 260, 263,
 266, 267.

See also Building construction; Rents.

Houston, Tex.:
 house numbering, 78.
 port, 223.
 port development, 60.
 taxation, 232.
 valuation, 232.
 Houston Foundation, 59.
 Howe, Charles B., 199.
 Howe, H. S., 115, 162.
 Howe, Paul E., 172.
 Hoyt, C. F., 120.
 Hoyt, Homer, 12.
 Hubbard, Charles L., 154, 158.
 Hubbard, Prevost, 144.
 Hubbard, S. D., 6, 34, 68, 215, 231.
 Hubbard, W. D., 12.
 Huber, F. R., 71.
 Hudson, Irby R., 179.
 Huff, Charles H., 143.
 Hughes, C. E., 104.
 Hughes, H. J., 71.
 Hughes, W. R., 11.
 Humphry, Laurence, 163.
 Hunt, Rockwell D., 159.
 Hunter, Merlin H., 263.
 Hurley, Edward N., 199.
 Hurlin, Ralph G., 268.
 Husband, Joseph, 55.
 Hussalein, Joseph, 8.
 Husson, Joseph, 32.
 Hyde, Dorsey W., jr., 82, 212, 239.
 Hyde, Hamilton, 246.
 Hygiene, 47, 166.
See also Health.

I

Ice plants, 19, 83, 111.
 Ihlder, John, 201, 228.
 Illegitimacy, 164.
 Illinois:
 civil service, 164.
 Civil Service Commission, 164.
 government, 63.
 immigrants, 154.
 libraries, 71.
 Library Extension Commission, 71.
 motor trucks, 83.
 pavements, effect of traffic upon, 220.
 pensions for mothers, 232.
 public utilities, 251.
 Public Welfare, Dept. of, 175.
 Registration and Education, Dept. of, 154.
 Statutes, 143.

Illinois—Continued.

Teachers' Pension and Retirement Fund,
 Board of Trustees, 40.
 University, 239.
 Agricultural Experiment Station, 71.
 Illinois Firemen's Association, 223.
 Inlay, Robert, 47.
 Immigrants, 80, 96, 116, 143, 154, 239, 246, 255,
 263.
 Immigration, 20, 42, 47, 111, 148, 183.
 Income, 103.
 Income tax, 75, 118, 123, 136, 144.
 Independent Oil Men's Association, 263.
 Indiana:
 Constitution, proposed amendments, 207.
 Governor, 184.
 Legislative Reference Bureau, 207.
 Tax Commissioners, Board of, 132.
 University, 43, 136.
 yearbook, 184.
 Indianapolis:
 city planning, 63.
 neighborhood centers, 19.
 Park Commissioners, 19.
 policewomen, 72.
 street railways fares, 76, 140, 160.
 visual instruction in public schools, 202-203.
 Industrial Aid Bureau, 210.
 Industrial education, 120.
See also Vocational education.
 Industrial hygiene. *See* Occupations, Diseases
 and hygiene.
 Industrial management, 16, 99, 120, 259.
 Industrial medicine, 68.
 Industrial Safety Congress of New York State,
 212.
 Industrial survey, 59.
 Industrial Welfare Commissions, 46.
 Industry, 8, 47, 92, 187, 207.
 Infant feeding, 11, 15.
 Infant mortality, 144, 211, 220, 251.
 Infant welfare, 192.
 Influenza, 163, 227.
 Insane, 211.
 Inspectors, 154.
 Institute for Public Service, 153, 167.
 Institutions, 131, 240.
 Insurance, 240.
 health, 47.
 municipal, 131, 247.
 Insurance companies, 240.
 Interborough Rapid Transit Co., 5, 6, 52, 87.
See also New York City: rapid transit.
 Interchurch World Movement of North
 America, 167.
 International Association for Identification,
 157.
 International Association of Chiefs of Police,
 155, 157.
 International Association of Fire Fighters, 27.
 International Association of Industrial Accident
 Boards and Commissions, 70.
 International Association of Policewomen, 150.
 International Association of Public Employment
 Services, 201.
 International Association of Street Cleaning
 Officials, 208.
 International Association of Street Sanitation
 Officials, 268.
 International Chamber of Commerce, 207.

International Conference of Women Physicians, 39, 162.

International Joint Commission on Boundary Waters between United States and Canada, 228.

International Police, Detective, Sheriff, Constable and Identification Directory, 179.

Iowa:

gas rates, 267.

Labor Statistics, Bureau of, 255.

manufactures, 255.

municipal charters, 103.

municipal legislation, 11.

Teachers College, 191.

Iowa City Water Co., 156.

Iredell, G. S., 99.

Isaacs, S. M., 16.

Italy: infant welfare, 192.

Ithaca: aeronautics, 42.

Ivey, Paul W., 211, 219.

Izant, Grace G., 100.

J

Jackson, Henry E., 153.

Jackson, Margaret, 183.

Jackson, Walter, 12, 84, 252, 256, 268.

Jackson Heights, 116.

Jacksonville, Fla.:

City Commission, 236.

municipal gas plant, 266.

Jails, 171.

Jamaica Bay, 199.

James Everard's Breweries, 88.

Jameson, J. D., 11, 162.

Jamestown, N. Y.:

milk distribution, 114.

milk supply, 122.

municipal milk plant, 18, 47.

Jamme, Anna C., 192.

Japan: statistics, 132.

Jeffords, Clyde R., 218.

Jenckes, Earl, 120.

Jenkins, F. W., 32.

Jenks, J. W., 42, 111.

Jennings, Dwight F., 248.

Jennings, Frederick, 36.

Jennings, I. G., 47.

Jennings, W. D., 251.

Jenny Lind centennial, 95.

Jensen, L. P., 175.

Jersey City:

city planning, 103.

municipal gas plant, 266.

Jessness, O. B., 56.

Jeter, H. R., 71.

Jewell, A. H., 92.

Jitneys, 131, 146.

Johannesburg, South Africa: municipal garage, 182.

Johansen, Charles K., 148.

John, Walton C., 201.

John and Thomas Adikes, 5.

Johnson, A. N., 132, 188.

Johnson, Charles H., 243.

Johnson, Fred R., 176.

Johnson, George A., 212, 232.

Johnson, Nathan C., 115.

Johnson, W. F., 76, 180, 192, 247.

Johnston, Esther, 183.

Joint Conference of the Building and Construction Industries in Canada, 211.

Joliet (Ill.): City Plan Commission, 170.

Jones, A. Bassett, 179.

Jonea, Frederic E., 250.

Jones, P. W., 75.

Jones, Stella W., 206.

Joplin & Pittsburg Railway Co., 123.

Jordan, J. P., 120.

Joslin, Elliott P., 147, 162.

"Jot," 102.

Junior high schools, 4.

Juridical reform, 153.

Juries, 175.

Justice, 247.

Juvenile courts, 52, 71, 240, 263.

Juvenile delinquency, 32, 47, 99, 103, 116, 199, 207, 243.

K

Kaiser, H. W., 267.

Kalamazoo, Mich.:

Charter [proposed], 266.

Charter Revision Commission, 182.

government, 182.

Kampffmeyer, Bernhard, 44.

Kane, J. T., 76.

Kansas:

Agricultural College, 223.

electricity, rates, 143.

fuel yards, 111.

Highway Commission, 168.

Industrial directory, 187.

Industrial Relations, Court of, 11, 43, 123, 180, 211, 219.

Labor and Industry, Dept. of, 187.

municipal ice plants, 83, 111.

Public Utilities Commission, 180.

State Normal School, Emporia, 239.

Tax Commission, 132.

University. Municipal Reference Bureau, 16, 104, 140, 143.

wages, 212.

water rates, 140.

women, employment, 212.

Kansas City, Kan.:

annexation, 158.

population, 158.

Kansas City, Mo.:

Commission on Ventilation for Greater Kansas City, 98.

Comptroller, 32.

Fire and Water Commissioners, Board of, 200, 244.

government, 178.

jitneys, 146.

memorials, 212.

Public Service Institute, 178.

sewers, 120.

visual instruction in public schools, 202-203.

water purification, 156.

water supply, 156, 200.

Kaplan, Abraham, 236.

Kauffman, F. K., 27.

Kay, Lidda, 160.

Keal, H. M., 227.

Kearney, Paul W., 207.

Keefer, C. Edward, 248.
 Keegan, Robert F., 164.
 Keegan, William F., 210.
 Keilmann, E. D., 84.
 Keith, F. S., 99.
 Keller, Louise, 95.
 Kellogg, J. H., 47, 161.
 Kelly, Ernest, 48.
 Kemmerer, E. W., 11, 100.
 Kemp, L. W., 72.
 Kenison, E., 8.
 Ker, C. B., 163.
 Kern, Robert R., 61.
 Kester, Paul, 31.
 Kester, Roy B., 43, 97.
 Kettleborough, Charles, 102.
 Kies, W. S., 12.
 Kilpatrick, William D., 267.
 Kimball, Theodora, 82, 99, 110.
 Kimbell, Richard G., 246.
 Kindrick, A. H., 92.
 King, C. L., 12.
 Kings County: Surrogate's Court, 128.
 Kingsbridge Railway Co., 5.
 Kingston, N. Y.: milk distribution, 104.
 Kinne, Helen, 162.
 Kinsman, D. O., 11, 31.
 Kirkpatrick, J. Bayard, 208.
 Kirkpatrick, J. J., 59.
 Kittredge, D. D., 11.
 Klein, Philip, 8.
 Knight, Frederic H., 251.
 Knowland, Joseph R., 183.
 Knowles, Morris, 47, 53, 55.
 Knox, J. A., 52.
 Knoxville, Tenn.: bridges, 159.
 Kobetich, Mary, 211.
 Koch, Felix J., 208.
 Koehring, W. E., 187.
 Koester, Frank, 143.
 Kohler, Charles, 5.
 Krause, Louise B., 144.
 Krumwiede, Charles, 166.
 Kuhlman, Helen, 243.

L

Labor, 16, 44, 180, 240.
 Labor Bureau, Inc., 12, 27.
 Labor laws, 220.
 Labor legislation, 63, 153, 240.
 Labor problems, 40, 75, 83, 104, 111, 124, 155, 187.
 Labor unions, 79, 211.
 La Guardia, Richard D., 154.
 Lakewood, Ohio: zone system, 48.
 Lancaster, Lane W., 200.
 Landing fields. *See* Aeronautics.
 Landscape architecture, 36.
 Lane, Franklin K., 42.
 Lane, W. D., 60.
 Lansing, Mich.: City Planning Commission, 39.
 Lape, Esther E., 198.
 Laporte, Walther de, 111.
 Lapp, J. A., 63, 102.
 Lasell, George M., 166.
 Lasker, Bruno, 60, 113.
 Laski, Harold J., 112, 240.
 Lathrop, John, 224.
 Laughlin, Harry H., 183.
 Laundries, 146.
 Law, 55, 75, 211, 240.
 Lawler, William B., 268.
 Lawrence, Willis, 120.
 Lawrence, Kan.: refuse disposal plant, 244.
 Lay, Grace A., 168.
 Lea, W. E., 251.
 League of Nations, 31.
 League of Sacramento Valley Municipalities, 182.
 League of Women Voters (Arkansas), 43.
 Learned, W. S., 12.
 Leavitt, C. W., 156.
 Lebanon, Ind.: sewage disposal, 260.
 Ledoux, John W., 176, 244.
 Lee, Frederick H., 212.
 Lee, George W., 251.
 Lee, Goodwin, 27.
 Lee, James M., 97.
 Leete, Harriet L., 251.
 Leffingwell, R. C., 11.
 Legal aid, 47.
 Legislation, 20, 32, 75, 103, 116, 136, 168, 192, 223.
 Lehrfeld, Louis, 59, 162.
 Leighton, E. V., 131.
 Leo, John P., 268.
 Leonard, C. J., 227.
 LeSage, T. W., 64.
 Leshner, C. E., 20.
 Lettering, 171.
 Levison, A., 16.
 Levy, Samuel D., 164.
 Lewis, A. F., & Co., 15.
 Lewis, E. I., 160.
 Lewis, George L., 159.
 Lewis, M. E., 103.
 Lewis, Nelson P., 63, 228.
 Lewis, O. F., 103, 243.
 Lexington, Ky.: sewage disposal, 155.
 Librarians, 147.
 Libraries, 71, 83, 123, 131, 183, 251.
 See also Special libraries.
 Lice, 163.
 License fees, 220.
 Licenses, 71, 123, 140, 263.
The Light Journal, 9.
 Lighting, 20.
 Lighting of cities, 20, 178, 184, 251, 256.
 Lima, Agnes de, 184.
 Lincoln, Neb.: municipal coal yard [proposed], 246.
 Lindenthal, Gustav, 82.
 Lindsay, Samuel M., 143.
 Link, George M., 226.
 Little, Arthur H., 263.
 Little, Esther L., 56.
 Liverpool:
 Commercial Reference Library, 183.
 Corporation Finance Committee, 38.
 housing problem, 131.
 milk distribution, 78.
 Rent Bureau [proposed], 38.
 Llewellyn, Llewellyn J., 179.
 Lloyd, J. W., 71.
 Lloyd, L. L., 163.
 Lockport, N. Y.: government, 266.
 Lockwood, R. H., 27.
 Loeb, Isidor, 259.

- Loeb, L. G., 138.
 Loeb, Sophie I., 191.
 Loft, Inc., 88.
 London:
 aerial map, 146.
 annexation, 47.
 Port of London Authority, 224.
 rapid transit, 52.
 refuse disposal, 155.
 sewage disposal, 155.
 street railways, 76.
 London, Ont.:
 City Clerk, 16.
 municipal year book, 16.
 Lonergan, J. M., 143.
 Long Island: building construction, 79.
 Lord, H. W., 36.
 Lorenzen, E. G., 36.
 Los Angeles:
 aeronautics, 54.
 crime and criminals, 167.
 docks, 182.
 government, 103.
 Harbor Commissioners, Board of, 260.
 landscape architecture, 36.
 licenses, 71.
 Ordinances, 71, 164, 188.
 Police Dept., 184.
 port, 260.
 rents, 164.
 safety cars, 3.
 [proposed] sewage disposal, 139.
 Social Service Commission, 44.
 traffic regulation, 188.
 water supply, 84.
 Los Angeles County:
 Civil Service Commission, 56.
 police, 158.
 Louisiana:
 Assessment and Taxation Commission, 78, 168.
 Constitutional Convention, 168.
 Louisville, Ky.:
 automobile accidents, 98.
 Charter, 256.
 Ordinances, 256.
 Love, J. K., 163.
 Love, John W., 247.
 Lovett, William P., 159.
 Lubricants, 63.
 Lyman, C. S., 8.
 Lynch, James M., 164.
 Lynch, M. C., 162.
 Lynn, Mass.: visual instruction in public schools, 202-203.
- M**
- McAdoo, William, 129, 220.
 McBride, Malcolm L., 190.
 McCable, John, 112.
 McClarren, J. F., 63.
 McClatchy, V. S., 111.
 McClintock, James R., 200.
 McColl, Donald, 268.
 McCollum, E. V., 15, 162.
 McCormick, Harry, 72.
 McCrae, Thomas, 163.
 McDonnell, R. E., 239, 250, 255.
 MacDougall, Edward A., 116.
 McDowell, C. S., 119.
 McElroy, James A., 248.
 McFarland, C. S., 111.
 McFarland, J. H., 29.
 McGee, H. G., 192.
 McGill, Nettie, 192.
 Mack, M., 16, 163.
 Mack, W., 100.
 McKay, Charles W., 264.
 McKeever, William A., 160.
 Mackenzie, Clinton, 120, 131.
 McKenzie, R. D., 232.
 McKeon, P. J., 135.
 McKesson & Robbins, Inc., 87.
 McKibben, James A., 179.
 McKim, Charles, 262.
 Mackinder, H. J., 31.
 McLaughlin, J. F., 131.
 McMillin, John M., 155.
 McMurry, C. A., 12.
 McNeff, Neil, 80.
 Macomber, I. E., 232.
 McPheters, George A., 206.
Macrocosm, 261.
 McVail, J. C., 36, 162.
 Magid, Katzman and Strober, Inc., 5.
 Magistrates, 267.
 Magnusson, Leifur, 12, 154.
 Magonigle, H. Van Buren, 212.
 Maher, Amy, 260.
 Mahon, W. D., 132.
"Main 13," 241.
 Malcolm, James, 59.
 Mallalieu, W. E., 43.
 Mallery, O. T., 96, 140.
 Malone, N. Y.: forestry, 3.
 Maloney, E. F., 95.
 Manchester, Eng.:
 milk distribution, 78.
 port, 104.
 Mangelsdorf, Fred W., 142.
 Manhattan Borough:
 asphalt plant, 119.
 Buildings, Bureau of, 243.
 Parks, Dept. of, 68, 109.
 President, 7, 44, 91, 216.
 Manheimer, W. A., 166.
 Manitoba: Council of Industry, 168.
 Manly, B. M., 12.
 Mann, W. L., 59.
 Manning, Don C., 243.
 Mansfield County, Ohio, 226.
 Manuals, 16, 75, 83, 124, 148, 184, 220, 240, 247.
 Manufacturers, 100.
 Manufactures, 240, 255.
 Manville, M. F., 59.
 March, N. H., 164.
 Marcus, Peter, 223.
 Marine Huntton Supply Co., Inc., 87.
 Market data book, 119.
 Markets and marketing, 8, 16, 56, 59, 71, 96, 114, 131, 144, 155, 167, 175, 199, 211, 219, 223.
 Marriage, 240.
 Marriage laws, 243.
 Marsailles: port development, 71.
 Marshall Field & Co., 207.

- Martin, E. G., 56.
 Marvin, Dwight, 174.
 Maryland:
 manual, 184.
 Secretary of State, 124, 184.
 Mason, Augustus L., 118.
 Mason, Howard H., 172.
 Mason, W. L., 60.
 Massachusetts:
 budgets, 47.
 city planning, 223.
 daylight saving, 154.
 Education, Dept. of, 154, 224, 239.
 educational directory, 154.
 employment agencies, 236.
 Health, Dept. of, 52.
 Labor and Industries, Dept. of, 74, 236.
 Division of Statistics, 224.
 Legislature, 184.
 population, 207.
 Probation, Commission on, 244.
 Public Service Commissions, 116.
 Public Utilities, Dept. of, 48, 184, 235.
 school buildings, 100.
 Secretary of the Commonwealth, 207.
 Special Commission on the Necessaries of Life, 164.
 Special Commission on Teachers' Salaries, 104.
 Statistics, Bureau of, 160, 187.
 Statutes, 64.
 teachers, salaries, 224.
 Zoning Law, 64.
 Massachusetts Federation of Planning Boards, 223.
 Massey, G. M., 104.
 Masslich, Chester B., 239.
 Mastin, V. M., 262
 Materials, 59.
 testing of, 116.
 Maternity welfare, 164.
 Mathematics, 227, 263.
 "Mathematics for Electrical Students," 227.
 Mathews, J. M., 63.
 Matscheck, Walter, 178.
 Mattersdorff, Ing. Wilhelm, 264.
 Mayor, 20.
 Mead, Elwood, 15.
 Meara, Frank Sherman, 247, 254.
 Meat inspection, 20.
 Mechanical drawing, 8.
 Medaris, A., 136.
 Medford, Oregon: aeronautics, 54.
 Medical officers, 172.
 Medicine, 147.
 Mecker, Royal, 11.
 Meigs, John, 16.
 Melbourne, Australia: power plants, 48.
 Mellen, I. M., 95.
 Meller, H. B., 60.
 Mellon, R. B., 3.
 Melrose, Mass.: civics, teaching, 206.
 Memorials, 136, 212.
 See also Community buildings.
 Memphis, Tenn.:
 municipal auditorium, 98.
 refuse disposal, 184.
 Memphis Urban League, 146.
 Menasco, C. J., 156.
 Mental diseases, 163.
 Mental hygiene, 191, 251.
 Mental tests, 40.
 Merchant Truckmen's Bureau of New York, 121.
 Merchants and Manufacturers Association of Baltimore, 10.
 Merchants' Association of New York, 124, 160, 168, 184, 192, 248, 255, 268.
 Merchant's Exchange of St. Louis, 166.
 Merchants Refrigerating Co., 88, 89.
 Mercier, Charles, 31.
 Merriam, Charles E., 116.
 Merrill, O. C., 64.
 Merritt, E. L., 207.
 Metcalf, Leonard, 20.
 "The Metropolis," 98.
 Metropolitan Life Insurance Co. of N. Y., 87.
 Metropolitan Museum of Art, 7, 35, 51, 68, 91, 109, 124, 128, 152, 173, 198, 216, 231, 243, 259.
 Metropolitan Police District, 168.
 Metz, Herman A., 175, 235.
 Meyer, Ernest C., 211.
 Meyer, Henry A., 199.
 Michigan:
 Citizens State Committee, 143.
 Statutes, 148.
 Michigan Industrial Conference, 79.
 Middleton, Jefferson, 174.
 Middletown, N. Y.: government, 266.
 Middletown, Ohio: refuse disposal, 146, 155.
 Military science, 172.
 Milk, 16, 18, 52, 59, 155, 162, 166, 215, 223, 247, 251.
 analysis, 155.
 bacteriology, 166.
 filled, 223.
 Milk distribution, 78, 104, 114, 219.
 municipal, 104, 114, 182.
 Milk production, 59.
 Milk supply, 32, 47, 48, 83, 111, 116, 120, 122, 131, 140, 155, 160, 219, 240.
 municipal control, 47, 111, 114, 160, 182.
 Miller, F. R., 96.
 Miller, J. Bleecker, 199.
 Miller, J. F., 111.
 Millet, Frank, 262.
 Milne, James, 95.
 Milton, Mass.: swimming pools, 124.
 Milwaukee:
 City Service Commissioners, 36.
 Comptroller, 183.
 harbor, 111.
 Harbor Commission, 64.
 motor fire apparatus, 182.
 motor vehicles, 83.
 municipal ice plants, 19.
 Municipal Reference Library, 164.
 Pension Laws Commission, 48, 69.
 pensions, 60, 75, 160.
 port development, 64, 240.
 Public Employment Bureau, 260.
 Public Land Commissioners, 20.
 Public Works, Dept. of, 60.
 Purchase, Central Board of, 139.
 snow removal, 212.
 street railways, 211.
 Tax Commissioner, 148.
 Unemployment, Citizen's Committee on, 260.
 watersupply, 60.

Milwaukee — Continued.

- waterworks, 132.
- zone system, 20, 120.
- Milwaukee County, Wis.: county manager, 246.
- Miner, Maude E., 130, 192.
- Minimum wage, 116.
- Minneapolis, Minn.:
 - Charter, 255.
 - Charter Commission, 226, 255.
 - Fire Department, 181.
 - motion pictures, 240.
 - snow removal, 212.
 - street cleaning, 252.
 - street lighting, 178.
 - tax rate, 244.
 - traffic court, 38.
- Minneapolis Civic and Commerce Association, 178, 226, 252.
- Bureau of Municipal Research, 212.
- Minnesota:
 - Agriculture, Dept. of, 32, 40, 48, 71, 103.
 - charters, municipal, 219.
 - Education, Dept. of, 79.
 - educational directory, 79.
 - housing problem, 103.
 - markets and marketing, 71.
 - rents, 103.
 - Statutes, 176.
 - Tax Commission, 180.
 - taxation, municipal, 145-146.
 - University, 145, 200.
 - zone system, 176.
- Missouri: normal schools, 12.
- Mitchell, Hannah, 199.
- Mitchell, W. C., 11.
- Mock, H. E., 163.
- Moehlman, Arthur B., 140, 219.
- Moley, Raymond, 171.
- Montana:
 - Insurance Department, 82.
 - Statutes, 82.
- Montefiore Home and Hospital for Chronic Diseases, 88.
- Montevideo, Uruguay, 145.
- City Council, 145.
- motor apparatus, 145.
- refuse disposal, 124, 155.
- Montgomery, Robert H., 118.
- Montgomery, Ala.: swimming pools, 200.
- Montoliu, C., 174.
- Montreal:
 - Charter, 126, 179.
 - Charter Commission, 3.
 - government, 110, 183.
 - housing problem, 131.
 - street railways, 180.
 - subways, 248.
 - water supply, 64.
- Moore, Charles, 262.
- Moore, Maurice J., 180.
- Moravsky, Maria, 75.
- Morgan, Clinton E., 236.
- Morgan Woodwork Organization, 227.
- Morrison, Cora B., 176.
- Morse, J. L., 15, 163.
- Morse, Perley, 131.
- Morse, William F., 155.
- Mortality, 204.
- Mosher, C. D., 161.
- Mosher, W. E., 103, 150, 189.

- Moss, James A., 172.
- Mossell, Sadie Tanner, 251.
- Mothers. *See* Child welfare; Maternity welfare.
- Motion Picture News, Inc., 40.
- Motion pictures, 2, 40, 59, 92, 98, 104, 131, 184, 193, 240.
- civic, 210.
- fire prevention, 26, 223.
- See also* Visual instruction.
- Motor bus, 83, 131, 204, 220, 256.
- Motor fire apparatus, 135, 182.
- Motor List Co., 59.
- Motor trucks, 171.
- See also* Freight transportation, highway; Motor vehicles.
- Motor vehicles, 32, 59, 70, 72, 83, 95, 146, 155, 166, 187, 192, 220, 258, 263.
- See also* Jitneys; Motor bus.
- Moulton, F. R., 244.
- Mount Vernon, N. Y.: sewage disposal, 96.
- Moving Picture Age, 104.
- Mowry, D. E., 56.
- Mudgett, B. D., 12.
- Muirhead, A. L., 163.
- Mulford, F. L., 268.
- Multnomah County, Oregon: Tax Supervising and Conservation Commission, 229.
- Mundt, John, 71.
- Munger, Thomas L., 168.
- Municipal abattoirs, 19.
- Municipal asphalt repair plant, 79.
- Municipal cement plant, 182.
- Municipal chimney sweep, 46.
- Municipal fishing, 255.
- Municipal garages, 182, 267.
- Municipal gas plants, 266.
- Municipal grocery, 246.
- Municipal heating, 255.
- Municipal ice plants, 19, 83, 111.
- Municipal landing fields. *See* Aeronautics.
- Municipal League of Los Angeles, 58, 167.
- Municipal legislation, 11.
- Municipal light plants, 48.
- Municipal milk distribution, 19, 78, 104, 114, 160, 182.
- Municipal milk plant, 18, 47.
- Municipal observatory, 213.
- Municipal ownership, 59, 80, 84, 164, 182, 204.
- Municipal paving plant, 19.
- Municipal police journals, 241.
- Municipal reduction plant, 244.
- Municipal reference libraries, 180.
- See also* New York City: Municipal Reference Library.
- Municipal Reference Library Notes, 7, 35, 51, 68, 91, 109, 152, 173, 198, 217, 231, 243, 259.
- Fire Prevention Number, 21-28.
- Index, 53, 137.
- Municipal shipyard, 263.
- Municipalities, 182.
- Munro, William B., 39.
- Murchison, Carl, 207.
- Murphy, Joseph A., 192.
- Murphy, U. G., 111.
- Muschamp, E. A., 80.
- Museums, 175, 216.
- Music, 71, 144, 199, 260.
- Myers, G. C., 83.

N

- Nash, L. R., 160.
 Nashville, Tenn.:
 commission-manager plan, 158.
 government, 179.
 Nassau Electric Railroad Co., 89.
 National Association of Comptrollers and Accounting Officers, 62.
 National Association of Corporation Schools, 143.
 National Association of Corporation Training, 64.
 National Association of State Marketing Officials, 8, 199.
 National Automobile Chamber of Commerce, 41, 63.
 National Board of Fire Underwriters, 26, 83, 119, 223.
 National Board of Review of Motion Pictures, 184.
 National Bureau of Criminal Identification, 154.
 National Bureau of Identification, 157.
 National Catholic Welfare Council, 174, 198.
 National Clean Up and Paint Up Campaign Bureau, 174.
 National Committee for Chamber of Commerce Cooperation with the Public Schools, 64.
 National Community Board, 153.
 National Conference of Social Work, 156.
 National Conference on City Planning, 8, 81, 115, 119, 228.
 National Conference on Unemployment, 232.
 National Consumer's League, 184.
 National Council on Workmen's Compensation Insurance, 144.
 National Federation of Settlements, 159.
 National Fire Protection Association, 27, 223, 228, 247.
 National Housing Association, 96, 140.
 National Industrial Conference Board, 72, 188, 192, 207, 211, 223, 247, 263.
 National Industrial Tax Conference, 63.
 National Institute of Public Administration, 189, 252.
 National Lumber Manufacturers Association, 246.
 National Municipal League, 80, 115, 143, 224.
 Committee on Sources of Revenue, 253.
 National Organization for Public Health Nursing. Library Department, 104.
 National Paving Brick Manufacturers Association, 223.
 National Police Conference of the U. S., 200.
 National Probation Association, 155.
 National Safety Council, 223.
 National Tax Association, 104, 123, 168.
 National Trade Extension Bureau, 16.
 National Tuberculosis Association, 47.
 Naturalization, 194.
 See also Citizenship.
 Naughton, W. B., 36, 83.
 Neal, J. B., 34.
 Nebraska:
 Constitution, 43.
 Constitutional Convention, 43.
 Industrial Court, 79.
 Negroes, 167, 251.
 Nellis, Louise F., 167.
 Nettleton, Walker O., 263.
 Neubauer, Charles M., 123.
 Nevada: University, 175.
 New Bedford, Mass.:
 Common Council, 240.
 infant mortality, 144.
 Joint Special Committee Appointed to Investigate Methods of Collection and Disposal of Garbage and Other City Wastes, 176.
 refuse disposal, 139.
 New England Association of Plumbing Inspectors, 188.
 New England States: [Special Commission], 47.
 New Hampshire:
 constitutional convention, 15.
 Secretary of State, 15.
 New Haven, Conn.: visual instruction in public schools, 202-203.
 New Jersey:
 Agriculture, Dept. of, 48.
 Civil Service Commission, 175.
 fire prevention instruction, 115.
 Interstate Bridge and Tunnel Commission, 41, 52, 93.
 milk supply, 48.
 police, 204.
 New Jersey. Port and Harbor Development Commission. *See* New York State (New Jersey). Port and Harbor Development Commission.
 Public Utility Commissioners, Board of, 63, 132.
 Real Estate Commission, 264.
 special assessments in municipalities, 246.
 street railways, 124, 236, 248.
 water supply, 112.
 New Jersey League of Municipalities. Bureau of Municipal Information, 204, 246, 248.
 New Mexico:
 revenue, 200.
 Special Revenue Commission, 200.
 New Orleans:
 harbor, 99.
 port, 99, 104, 220.
 Sewerage and Water Board, 132.
 New Orleans Association of Commerce, 136, 199.
 New Rochelle, N. Y.:
 Comptroller, 236.
 daylight saving, 146.
 New South Wales:
 Public Works, Dept. of, 248.
 Railway Commissioners, 264.
 New South Wales Police Association, 241.
 New York City, 144, 223, 234.
 Accounts, Commissioners of, 126.
 Acting Director of Lectures, 4.
 aeronautics, 99, 101.
 Aldermen, Board of, 3, 33, 50, 66, 74, 86, 99, 108, 126, 131, 134, 141, 151, 160, 172, 195, 214, 230, 236, 242, 257, 268.
 Ambulance Service, Board of, 151, 172.
 Aquarium, 173.
 Art Commission, 214, 220.
 asphalt plant, 119.
 assessments, 84, 197.
 Assessors, Board of, 126.
 associations, 82.
 Bellevue and Allied Hospitals, 66, 108, 214, 257.

New York City — *Continued*

bonds, 265.
 bridges, 34, 47, 82, 99, 111, 156, 159, 174, 252.
 Hudson River, 223.
 Brooklyn-Richmond freight and passenger tunnel. *See* New York City. Tunnels, Staten Island.
 budget, 4, 32, 44, 50, 57, 58, 63, 67, 74, 86, 103, 106, 109, 230, 242, 258.
 Building Code, 191.
 building construction, 16, 32, 115, 236.
 building management, 219.
 building regulations, 95.
 building zone amendments, 67, 196, 230.
 Building Zone Resolution, 95, 231.
 Buildings, Bureau of, 50.
 burials, 90.
 buying centers, 234.
 Catskill Aqueduct. *See* New York City: water supply.
 celebrations, 95.
 chain stores, 234.
 charities, 51, 152.
 Charter, 129, 159.
 chemist, 34.
 child welfare, 90.
 Child Welfare, Board of, 230.
 Children's Court, 4, 214, 257.
 City Record, Board of, 4, 33, 50, 67, 86, 108, 126, 149, 151, 172, 195, 214, 230, 242, 257.
 civic centers, 31.
 Civil List, 4, 126, 214.
 civil service, 207.
 civil service examinations, 35, 135.
 College of the City of New York, 13, 209.
 commerce, 79.
 Comptroller, 144, 198, 248.
See also New York City. Finance, Dept. of.
 contagious diseases, 90.
 contracts, 71.
 cooperation, 15, 179.
 Correction, Dept. of, 34, 86, 126, 257.
 corrections, 4.
 cost of living, 189.
 Court of Special Sessions, 34, 257.
 courts, 192.
 crime and criminals, 143.
 Daylight Saving Ordinance, 141.
 debt, 6, 197.
 Departmental Estimates, 32, 34, 50, 127, 215, 230.
 dispensaries, 90.
 districting. *See* New York City: zone system.
 Dock Commissioner, 99, 124, 186, 226.
 docking of vessels, 90.
 Docks, Dept. of, 4, 126, 214, 257.
 Docks and Ferries, Dept. of, 50.
 drug addiction, 34.
 drugs, manufacture and sale, 34.
 Education, Board of, 4, 13, 34, 50, 67, 86, 109, 127, 151, 172, 196, 214, 230, 242, 258.
 budget of, 32.
 Bureau of Reference, Research and Statistics, 4.
 Education, Dept. of, 4, 34, 50, 86, 173, 181, 196, 214, 230, 258.
 Bureau of Attendance, 67.
 Schools, Supt. of, 173.
 Superintendents, Board of, 50, 109, 127, 151, 196.

New York City — *Continued.*

Teachers' Council, 151, 230.
 education, finance, 183, 201.
 Elections, Board of, 127, 142, 214, 242.
 employees, 4, 181, 209, 217.
 employees, lunch room, 97.
 Employees' Retirement System, 5, 13-14, 60, 69.
 employment, 187, 199.
 Estimate and Apportionment, Board of, 4, 14, 18, 32, 34, 44, 50, 52, 60, 67, 71, 75, 86, 109, 111, 127, 131, 136, 137, 141, 148, 152, 168, 173, 186, 188, 196, 198, 210, 214, 230, 237, 242, 245, 252, 258.
 Bureau of Franchises, 5.
 Estimate and Apportionment, Board of. Bureau of Franchises. *See also* New York City. Estimate and Apportionment, Board of. Division of Franchises.
 Chief Engineer, 258.
 Division of Franchises, 87, 231.
 Division of Public Improvements, 207, 215.
 Waste Disposal Committee, 205, 215.
 evening, and continuation schools, 150, 232, 242.
 exempt properties, 197.
 ferries, 34, 128.
 finance, 140, 160, 236.
 Finance, Dept. of, 6, 51, 109, 127, 197, 215, 236, 265.
 Fire College Extension Course, 35.
 Fire Commissioner, 222.
 Fire Dept., 12, 23, 51, 135, 142, 181, 204, 231.
 fire loss, 23.
 fire prevention, 265.
 publicity, 24.
 Fire Prevention Day, 28.
 Fire Prevention Parade, 222.
 Fire Prevention Week, 23, 222.
 firemen, 27, 129, 135.
 hours, 23.
 salaries, 12, 27.
 fires, 22.
 food gelatin, 34.
 food handling, 90.
 food supply, 99.
 franchises, 5, 196, 231.
 garage, 34.
 gas companies, 256.
 government, 71, 131, 167, 251, 255.
 Grand Central Terminal, 31.
 hair brushes, manufacture and sale of, 34, 90.
 harbor, 111, 240.
 harbor pollution, 226, 260, 265.
 Health, Dept. of, 6, 34, 51, 68, 90, 109, 127, 152, 173, 197, 215, 231, 242, 244, 258.
 Health Exposition, 234.
 health map, 18.
 Hell Gate bridge, 118.
 High Bridge, 111.
 high schools, 218.
 history, 83.
 hospitals, 116, 151, 172.
 houseboats, 90.
 housing, co-partnership, 80.
 housing problem, 2, 15, 29, 32, 44, 71, 143, 178, 220, 236.
 Hunter College, 68, 215, 217.
 Hunter College Teachers' Retirement System, Board of, 50.

New York City—Continued.

ice cream, 34, 90.
 immigrants, 255.
 infant mortality, 211.
 institutions, 131.
 justices, 215.
 land value maps, 91.
 Law Department, 68, 109, 173, 197, 215, 258.
 Licenses, Dept. of, 109, 127, 215.
 Magistrates, City, Board of, 33, 67, 108, 215.
 Magistrates' Court, 30.
 Manhattan extension, 247.
 markets and marketing, 16, 144.
 Mayor, 18, 28, 127, 129, 135, 152, 210, 264, 267.
 Mayor's Committee on Rent Profiteering, 2.
 Mayor's Committee on Unemployment, 65, 113, 210, 220.
 Mayor's Housing Conference Committee, 2.
 Mayor's Public Welfare Commission, 128, 152.
 Medical Examiner, Chief, 215.
 medical inspection, 48.
 Metropolitan Hospital School of Nursing, 215.
 milk supply, 34, 47, 90, 92.
 mortality, 244.
 motor bus, 264.
 motor fire apparatus, 142.
 motor vehicles, 6, 32, 187.
 Municipal Civil Service Commission, 4, 34, 50, 67, 108, 126, 129, 135, 151, 196, 214, 230, 242, 257.
 Municipal Court, 215.
 municipal ownership, 59, 256.
 Municipal Reference Library, 7, 17, 35, 51, 56, 60, 64, 68, 71, 91, 99, 104, 109, 128, 148, 152, 173, 180, 198, 200, 208, 231, 233, 243, 259.
 attendance, 81.
See also Municipal Reference Library Notes.
 music week, 199.
 negroes, 167.
 official directory, 149.
 officials, 4.
 Ordinances, 135, 215.
 parks, 7, 104, 144, 157.
 Parks, Dept. of, 7, 34, 68, 128, 197, 215.
 Parole Commission, 197.
 patent medicines, 90.
 patrolmen, examination for, 129.
 pensions, 5, 13-14, 60, 69.
 piers, 16, 83, 120, 124, 141, 264.
 pigeons, 90.
 Plant and Structures, Commissioner of, 5, 236.
 Plant and Structures, Dept. of, 6, 34, 41, 88, 128, 197, 216, 252, 263.
 Plumbers, Examining Board of, 7, 35, 51, 109, 128, 152, 173, 197, 216, 231, 258.
 plumbing, 223.
 police, 175, 207, 255.
 Police, Aviation Division, 101-102.
 Police Commissioner, 128, 175.
 Police Dept., 109, 111, 112, 129, 141, 148, 152, 181, 216, 258.
 salaries, 12.
 police flag, 148.
 police pension fund, 111, 152.
 policewomen, 141.

New York City—Continued.

port. *See* Port of New York.
 port development, 83, 96, 104, 105, 111, 124, 148, 168, 210, 212, 237-238, 247, 260, 264.
See also New York City: terminals.
 postal service, 264.
 poultry slaughter houses, 90.
 power, 136.
 Public Charities, Dept. of, 50, 195.
 Public Welfare, Commissioner of, 210.
 Public Welfare, Dept. of, 38, 51, 152, 242.
 public works, 141.
 rapid transit, 4, 5, 6, 51, 52, 87, 111, 120, 132, 148, 168, 175, 180, 198, 218, 224, 236, 248, 256, 264.
See also New York City: subways.
 real estate, 173.
 list of exempt properties, 197.
 valuation, 197, 216.
 recreation, 157.
 refuse disposal, 18, 44, 205-206, 215, 268.
 rents, 16, 72, 204, 268.
See also New York City: housing problem.
 reservoirs, 258.
 salaries, 27, 127.
 Sanitary Code, 34, 51, 68, 90, 215, 258.
 school buildings, 71.
 schools, 123, 160, 201.
 fire prevention education, 222.
 medical inspection, 200.
 visual instruction, 59.
 sewage disposal, 51, 67, 92, 173.
 sewers, 156.
 shellfish, 34.
 Sinking Fund, Commissioners of the, 7, 35, 51, 68, 91, 109, 128, 152, 173, 197, 216, 231, 243, 258.
 snow removal, 60, 76.
 special libraries, 124.
 Standards and Appeals, Board of, 7, 35, 51, 68, 91, 109, 128, 132, 152, 173, 197, 216, 223, 231, 243, 258.
 Street Cleaning, Dept. of, 7, 32, 60, 206, 243.
 street railways, 76, 88, 110, 174, 200, 231, 236, 256, 264, 268.
 equipment, 236, 256, 268.
 fares, 76, 89, 90.
 suburbs, 199.
 subways, 84, 120, 208.
 supplies, 196.
 Supreme Court, 192.
 tax rate, 122, 228, 248.
 taxation, 44, 56, 84, 136, 143, 208, 236, 268.
 Taxes and Assessments, Dept. of, 51, 91, 173, 197, 216, 258.
 teachers, 127.
 Teachers' Retirement Board, 91, 197.
 Tenement House Department, 225, 231.
 terminals, 104, 188, 200, 238.
See also New York City: port development.
 text books, 127.
 trackless trolley. *See* New York City: street railways, equipment.
 traffic, 41.
 Traffic Court, 67, 108.
 traffic regulation, 64, 112, 120, 156, 216, 244, 256, 268.
 tunnels, Hudson River, 48, 93-94, 156, 176, 200, 206, 248, 252.
 Staten Island, 237, 242, 260.

New York City — Continued.

unemployment, 65, 80, 112, 113, 120, 134, 150, 160, 187, 199, 210, 220, 248, 268.
 visual instruction in public schools, 202-203.
 vital statistics, 173.

voters:

enrolled, list of, 214.
 registered, list of, 50, 242.
 voting machines, 142.

wages, 50, 127.

water meters, 208.

water supply, 12, 80, 84, 112, 156, 192, 212, 258.

Water Supply, Board of, 35, 216, 258.

Water Supply, Gas and Electricity, Dept. of, 243.

West Side track problem, 185, 188, 199.

Williamsburg Bridge, 88.

zone system, 40, 120, 228.

See also New York City: building zone amendments; New York City: Building Zone Resolution.

New York County:

Court House, 52, 111.

crime and criminals, 143.

Public Administrator, 152, 216, 259.

Register, 231.

New York State:

assessors, 184.

Attorney-General, 78, 267.

Aviation Commission, 42.

Banking Law, 55.

Barge Canal, 74, 103, 174, 227.

Bridge and Tunnel Commission, 93.

budget, 95, 153.

canals, 36, 142, 227.

Child Welfare Commission, 20.

civil practice, 240.

Civil Practice Act, 220.

civil service, 154, 247.

Civil Service Commission, 56, 247.

Civil Service Law, 56.

Code of Criminal Procedure, 129.

Commission to Represent the State at Hearings before the International Joint Commission on Boundary Waters, 208.

Comptroller, 160.

Constitution, 242.

Convention to Consider and Adopt Rules of Civil Practice, 240.

daylight saving, 160.

education, 150, 154.

Education, Dept. of, 115, 154.

education, finance, 247.

Education Law, 263.

Election Law, 143, 236.

elections, 143.

Employment Bureau, 103.

Engineer and Surveyor, 174, 188.

evening and continuation schools, 167.

finance, municipal, 187.

Foods and Markets, Division of, 15, 131, 143.

government, 59, 153, 167.

municipal, 52, 103.

Governor, 32, 80, 120, 148, 208, 227.

Highway Traffic Law, 12.

housing problem, 44, 71, 78, 103, 123, 207.

income tax, 136.

Industrial code, 92, 104.

Industrial Commission, 20, 52, 103, 104, 119, 144, 150, 167, 187, 212, 252.

New York State — Continued.

insane, 211.

Joint Legislative Budget Committee, 95.

Joint Legislative Committee on Housing, 2, 15, 32, 78, 79, 80, 103, 123, 136, 207, 236.

Labor law, 16, 20, 220.

legislation, 20.

Legislature, 2, 20, 32, 40, 52, 71, 83, 100, 192.

Library, 183, 187, 199, 204.

motion pictures, censorship, 184.

motor trucks, 83.

Motor Vehicle Law, 263.

municipal assessments, 188.

municipal tax rates, 188.

Penal Law, 75, 129.

police departments, municipal, 184.

population, 264.

(New Jersey.) Port and Harbor Development Commission, 105, 148, 168, 186.

See also Port of New York Authority.

Prison Survey Committee, 116.

prisons, 8.

Prisons, Commission of, 62, 131.

Probation Commission, 36.

Public Service Commissions, 131.

First District, 7, 35, 68, 84, 89, 90, 91, 109,

128, 174, 198, 216, 231, 243.

Second District, 63, 131, 184.

public utilities, 208.

Public Works, Supt of, 36, 142.

rapid transit, 155.

Reconstruction Commission, Housing Committee of the, 2.

rents, 78, 175.

roads, 12.

schools, attendance, 151.

Socialists in Legislature, 40.

Statutes, 12, 16, 20, 29, 44, 55, 75, 92, 96, 129, 143, 220, 236, 240, 263.

street railways, 12, 198.

fares, 136.

Supreme Court. Appellate Division, First Department, 199.

teachers, 151.

telephones, 52.

Tenement House Law, 175, 191, 225, 231.

Transit Commission, 175, 198, 216, 218, 224, 231, 243, 252, 259, 264.

Transit Construction Commissioner, 4, 7, 35, 51, 52, 68, 76, 91, 110, 111, 128, 152, 174, 198, 237.

University, 115, 147, 212, 232, 263.

veterans, 154.

Workmen's Compensation Law, 20, 44.

New York Board of Fire Underwriters, 222.

New York Botanical Garden, 7, 35, 51, 68, 91, 109, 128, 152, 173, 198, 216, 231, 243, 259.

New York Central Railroad Co., 5.

New York City Conference of Charities and Correction, 11, 164.

New York Civil Service Employees' Publishing Co., Inc., 147, 148, 255.

New York Committee on After Care of Infantile Paralysis Cases, 123.

New York Community Service, 157.

New York Connecting Railroad, 118.

New York Dock Railway, 89.

New York Meteorological Observatory, 34, 68, 128, 197, 215.

New York, New Haven and Hartford Railroad Co., 5, 88.
 New York Public Library, 7, 35, 68, 91, 109, 124, 128, 152, 173, 183, 198, 216, 231, 243, 259.
 periodicals in the Reference Department, 7.
See also New York City: Municipal Reference Library.
 New York Railway Companies, 89, 208.
 New York red book, 232.
 New York Service Co., 87.
 New York Society of Architects, 191.
 New York State Association of Magistrates, 267.
 New York State Civil Service Association, 76.
 New York State Conference of Charities and Corrections, 110, 243.
 New York State Conference of Mayors and Other City Officials, 184.
See also State Bureau of Municipal Information of the New York State Conference of Mayors and Other City Officials.
 New York State League of Women Voters, 198.
 New York Times, 243.
 New York Title and Mortgage Co., 95.
 New York, Westchester and Boston Railway Co., 5.
 New York World, 234.
 New York Zoological Society, 7, 35, 51, 91, 128, 173, 198, 216, 259.
 Newark, N. J.: fire prevention, 183.
 municipal power plants, 79.
 police, 175.
 Revenue and Finance, Dept. of, 32, 236.
 traffic regulation, 132.
 visual instruction in public schools, 202-203.
 zone system, 122.
 Newell, F. H., 8.
 Newman, B. J., 131.
 Newport, R. I.: Milk Supply, Commission on, 223, 251.
 Newsboys, 199.
 Newsholme, Arthur, 162.
 Newsom, R. J., 136.
 Newspapers, 243.
 Newton: municipal building, 119.
 Niagara Falls, 239.
 aeronautics, 42.
 Nicholson, G. F., 16.
 Nitzsche, George E., 102.
 Nixon, Henry, 20.
 Nixon, Lewis, 103.
 Noise, 131, 258.
 Nolen, John, 70, 110, 131, 255.
 Norcross, Charles A., 175.
 Norfolk, Va.:
 Charter, 235.
 visual instruction in public schools, 202-203.
 North Battleford, Saskatchewan, Canada,
 power plant, 146.
 North Carolina:
 community service, 110.
 University, 70, 174.
 North Dakota: Industrial Commission, 75.
 Northcott, C. H., 15, 32, 232.
 Northwestern Waterproofing and Paint Co.,
 Mason City, Iowa, 211.
 Notaries, 194.
 Notz, William F., 247.
 Noyes, W. H., 48.
 Nunlist, H. A., 260.

Nurses, 15, 62, 95, 104, 192.
 Nursing, 104, 192.
 Nutrition, 15, 162, 163, 172.
 Nuveen, John, 115.

O

Oakland, Cal.: government, 229.
 O'Brian, John, 244.
 O'Brien, Cruise, 103.
 Occupational therapy, 163.
 Occupations, diseases and hygiene, 6, 20.
See also Safety.
 O'Connor, J. W., 64.
 O'Donnell, Eugene E., 264.
 Odum, H. W., 70, 174.
 Office methods, 136.
 Office organization, 192.
 Officials, 63.
 Ogburn, William F., 164.
 Ohio:
 Industrial Commission, 188.
 tax limitation in cities, 100.
 unemployment, 224.
 University, 76.
 Ohio Council on Women and Children in Industry, 224.
 Okmulgee: sewage disposal, 92.
 Older, Clifford, 220.
 Olean, N. Y.: housing problem, 131.
 O'Leary, A. J., 243.
 Omaha:
 Accounts and Finance, Dept. of, 228.
 commission government, 199.
 municipal ice plants, 19.
 visual instruction in public schools, 202-203.
 Oneida: aeronautics, 42.
 Ontario:
 Bureau of Municipal Affairs, 136, 176.
 housing problem, 136.
 Labor, Dept. of, 184.
 Opdycke, J. B., 43.
 Opera, municipal, 16.
 Orbison, R. V., 72.
 Ordinances, 40, 58, 70, 180, 244, 256.
 Oregon:
 Child Welfare Commission, 198.
 county government, 116.
 Labor Statistics, Bureau of, Inspector of
 Factories and Workshops, 180.
 Special Committee to Ascertain Sources of
 Revenue to Relieve Direct Property Tax
 Burdens, 176.
 University. School of Social Work (Portland), 200.
 O'Reilly, J. J., 129, 135, 147.
 Osaka, Japan:
 cost of living, 211.
 Municipal Bureau of Labor Research, 211.
 Statistical Officer, 132.
 subways, 3.
 Osborn, Irwin S., 200.
 O'Shaughnessy, M. M., 143.
 Oshkosh, Wis.: municipal club house, 78.
 Osler, William, 163.
 Oswego: daylight saving, 146.
 Otis, Harrison G., 52, 70, 144.
 O'Toole, Rose M., 180.
 Ottawa: Housing Commission, 3.

Outerbridge, E. H., 204, 220.
 Outwater, H. G., 263.
 Overton, Frank, 161, 166.

P

- Pacific Coast Association of Port Authorities, 148.
 Packard Motor Car Co., 155.
 Packer, Paul C., 219.
 Page, V. W., 31, 35, 40, 62, 166, 171, 195.
 Pageants and plays, 111, 144, 155.
 Paish, George, 12.
 Palace of Joy, Inc., 87.
 Palmbra, Frank, 140.
 Palmer, Eric, 264.
 Palmer Waterfront Land and Improvement Co., Inc., 5, 88.
 Paris:
 city planning, 15, 43, 110.
 housing, 15, 192.
 port development, 72.
 street railways, 54.
 subways, 182.
 Park, Arthur W., 204.
 Park, W. H., 162, 166.
 Park and Tilford, 5.
 Park departments, 142.
 Park Institute of America, 10.
Park International, 10.
 Parker, F. E., 43, 70.
 Parks, 19, 40, 72, 92, 104, 124, 131, 144, 146, 164, 175, 207, 212, 223, 232, 247, 251, 267.
 Parks and Recreation, 212.
 Parole, 63, 175, 251, 268.
 Parsons, F. M., 163.
 Parsons, William B., 112, 136, 235.
 Parsons, William E., 170.
 Passaic, N. J.:
 refuse disposal, 176.
 women, employment, 184.
 Passaic Valley Sewer Commission, 260.
 Passno, Harry J., 148.
 Pasteur, Louis, 163.
 Patent medicines, 215.
 Paterson, E. M., 12.
 Paterson, N. J.:
 advertising, 179.
 recreation, 72.
 visual instruction in public schools, 202-203.
 Patrolmen, 147.
 Patrolmen's Benevolent Association, 12, 154.
 Patten, R. O., 63.
 Pattison, Gardiner, 121.
 Patty, W. W., 263.
 Pavements, 19, 52, 72, 92, 124, 144, 182, 244, 260.
 asphalt, 79.
 effect of traffic upon, 144, 220.
 specifications, 260.
 statistics, 72.
 See also Roads.
 Payne, F. M., 158.
 Payne, F. Ursula, 144.
 Pearl, Raymond, 11, 162.
 Pearsall, E. B., 16.
 Pearce, Langdon, 92.
 Pearson, Edmund L., 183.
 Peaslee, H. W., 10, 40.
 Pennell, Joseph, 115.
 Pennsylvania:
 civil service, 70, 115.
 Constitutional Amendment and Revision, Commission on, 70, 191.
 government, 70.
 Labor and Industry, Dept. of, 232.
 Senate, 247.
 Pennsylvania and New Jersey. Delaware River Bridge Joint Commission, 211.
 Pennsylvania Civil Service Reform Association, 70, 115.
 Pennsylvania Prison Society, 144.
 Pennsylvania Railroad Company, 5, 87, 89.
 Pennsylvania State Federation of Women's Clubs, 115.
 Pensions, 48, 60, 69, 72, 75, 100, 103, 111, 120, 160, 179, 184, 199, 220, 232, 267.
 Pensions for mothers, 16, 184, 232.
 Pensions, industrial, 267.
 See also Teachers' pensions.
 Pepler, G. L., 124.
 Percy, Lord Eustace, 220.
 Perine, Rita, 118.
 Periodicals, 7.
 fire prevention, 27.
 Perot, W. Y., 96.
 Perry, Harry W., 184.
 Peschke, M. D., 2.
 Peters, Andrew J., 204.
 Peters, F. N., 15, 163.
 Peterson, F. H., 40.
 Peterson, Henry J., 191.
 Peterson, Samuel, 39.
 Petroleum, 263.
 Phelan, J. D., 111.
 Philadelphia:
 budget making, 191.
 celebration of Declaration of Independence, 130.
 civil service, 212, 254.
 Civil Service Commission, 212, 254.
 description, 102.
 employment, 43.
 finance, 76, 98, 115, 140.
 Fire Dept., 266.
 government, 80, 83.
 housing problem, 220.
 Legal Aid, Bureau of, 78.
 libraries, 183.
 Mayor, 244.
 municipal asphalt repair plant, 79.
 Municipal Court, 36.
 municipal newspaper, 139.
 negroes, 251.
 Ordinances, 180.
 pavements, 182.
 Police Department, 266.
 port, 184, 240.
 rapid transit, 175.
 salaries, 76, 140.
 salary standardization, 212, 254.
 sewage disposal, 63.
 street cleaning, 80, 192, 213, 246, 268.
 street railways, 175.
 visual instruction in public schools, 202-203.
 water supply, 176.
 waterworks, 244.
 Wharves, Docks and Ferries, Dept. of, 184, 240, 263.

- Philadelphia County: Probation Office, 268.
 Philadelphia Bureau of Municipal Research, 19, 76, 80, 124, 139.
 Philadelphia Electric Co., 156.
 Philadelphia Housing Association, 220.
 Philadelphia Intake Committee, 15.
 Philadelphia Rapid Transit Co., 175.
 Philippine Islands:
 Civil Service, Bureau of, 70.
 Public Works, Bureau of, 224.
 Phillips, H. S., 155.
 Phillips, J. S., 100, 103.
 Phillips, T. G., 72.
 Physical examinations, 172.
 Physical training, 98, 162.
 Pick, Albert, and Co., 223.
 Pickering, Loring, 70.
 Pierce, William D., 195.
 Piers, J. 10, 48, 100, 124, 264.
 Pilcher, Margaret L., 247.
 Pingrey, J. L., 75.
 Pipes, 11.
 Pitts, Henry S., 131.
 Pittsburgh:
 assessments, 182.
 Citizens Committee on City Plan, 2.
 city planning, 2-3, 121, 228.
 Controller, 228.
 parks, 3.
 playgrounds, 3, 121.
 smoke abatement, 60.
 streets, 228.
 traffic regulation, 48.
 visual instruction in public schools, 202-203.
 Pittsburgh University. School of Medicine, 163.
 Plass, Anna A., 195.
 Playgrounds, 54, 144, 168, 184.
 Plehn, C. C., 12, 59.
 Plumb, S. G., 96.
 Plumbers, 16.
 Plumbing, 153, 188, 223.
 Plumley, Ladd, 255.
 Pogue, Joseph E., 254.
 Poland, 207.
 Poland, Reginald, 52.
 Police, 16, 36, 54, 56, 63, 72, 80, 83, 100, 111, 116, 120, 123, 129, 148, 155, 160, 168, 175, 179, 184, 192, 204, 207, 220, 240, 241, 260, 264, 268.
 salaries, 268.
 Police magazines, 138.
 "Police News," 241.
 Police schools, 266.
 Policewomen, 72, 116, 120, 148, 150, 158, 160, 168, 171, 180, 199, 204, 223, 232, 251.
 Politics, 31.
 Pool rooms, 111.
 Poppe, T. W., 47.
 Population, 48, 111, 116, 168, 176, 207, 211, 228, 232, 238, 264.
 Port and Terminal, 261.
 Port Arthur [Texas]:
 description, 188.
 rat extermination, 122.
 Port development, 48, 72, 79, 83, 96, 105, 111, 124, 148, 204, 223-224.
 See also Harbors; Terminals.
 Port Jervis, N. Y.: aeronautics, 42.
 Port of New York, 96, 104, 111, 118, 204.
 See also New York City: harbor; New York City: port development; Port of New York Authority.
 Port of New York Annual, 206.
 Port of New York Authority, 168, 204, 210, 212, 260, 264.
 Port of Pensacola, 83.
 Porter, Clara, 130, 163.
 Porter, E. H., 12, 79, 104, 131, 143.
 Porter, Horace, 111.
 Porter, J. Edward, 227.
 Portland, Maine, 236, 247.
 port, 250.
 Portland, Ore.:
 city planning, 174, 239.
 City Planning Commission, 174.
 Fire Department, 146.
 Mayor, 158, 164.
 piers, 48.
 port development, 96, 207, 224, 267.
 Port of Portland Commission, 148, 267.
 Public Docks, Commission of, 207, 267.
 Seamen's Institute [establishment proposed], 200.
 terminals, 252.
 zone system, 54.
 Porto Rico: architecture, 11.
 Ports, 11, 48, 60, 104, 119, 148, 168, 175, 184, 188, 207, 212, 220, 223, 224, 240, 247, 250, 260, 264, 267.
 See also Harbors; New York City: harbors; New York City: port development; Terminals.
 Portsmouth, Va.: Bureau of Standards, 213.
 Posson, R. J., 59.
 Potter, Ellen C., 251.
 Poughkeepsie, 236.
 aeronautics, 42.
 Charter, 235.
 Police Pension Bill, 235.
 Poverty, 238.
 Powell, Charles U., 191.
 Powell, Mary, 30.
 Power, 136.
 Power plants, 71, 84, 180.
 See also Central stations.
 Pratt, G. H., 27.
 Prendergast, William A., 143, 256.
 Preston, Porter J., 15.
 Price, G. M., 161.
 Price, J. V., 83.
 Prices, 11, 12, 20, 100, 268.
 Prichard, Charles B., 228.
 Priebe, W. F., 243.
 Priest, Arthur R., 46.
 Primaries, 103, 104, 116, 199, 240.
 Prisons, 8, 100, 116, 144, 199, 240.
 Probation, 30, 33, 36, 75, 131, 155, 244, 263, 268.
 Proctor, E. M., 124.
 Profit sharing, 72, 102, 116.
 "Progress," 121.
 Prohibition, 60, 247.
 Proportional representation, 182, 207, 240.
 Prostitution, 94.
 See also Venereal diseases.
 Proudfit, E. T., 15, 162.
 Providence, R. I.:
 City Plan Commission, 228.

Providence, R. I. — *Continued.*

- Milk, Inspector of, 240.
- Ordinances, 244.
- refuse disposal, 230.
- visual instruction in public schools, 202-203.
- Water Supply Board, 244.
- waterworks, 98.
- Providence Engineering Society, 155.
- Prucha, M. J., 52.
- Prudden, T. M., 161, 163.
- Psychology, 116, 164.
- Public Affairs Information Service, 32, 75, 123.
- "Public Business," 86.
- Public comfort stations, 84, 155.
- Public Education Association of the City of New York, 201.
- Public health, 16, 84, 111, 131, 147, 166, 208, 243.
- Public Service Commissions, 63, 116, 131, 264.
- Public Service Railway Co. [N. J.], 180, 248.
- Public Services Cooperative Association, Ltd., 38.
- Public utilities, 48, 84, 100, 111, 155, 164, 176, 192, 199, 208, 224, 248, 256.
- municipal ownership, 79.
- rates, 44, 103.
- regulation, 111, 251, 268.
- valuation. *See* Valuation.
- Public welfare, 238.
- Public works, 60, 112, 134, 175, 180, 188, 204, 224, 248.
- Publicity campaigns, 166.
- Purchasing, 103, 175, 188, 256.
- Purchasing departments, 204.
- Purchasing methods, 100, 120, 228, 252.
- Purdy, Lawson, 112, 140.
- Purser, H. S., 104.

Q

- Q. R. S. Co., 5.
- Quebec:
 - Statistics, Bureau of, 132, 156.
 - Streams Commission, 252.
- Queen, Stuart A., 100.
- Queens Borough, 117-118.
- city planning, 191.
- pavements, 244, 260.
- port development, 148.
- President, 152, 243.
- refuse disposal, 141.
- tax rate, 156.
- Queens Borough Public Library, 51, 198.

R

- Railroads, 175, 208, 252, 264.
- Ramsey, Leonidas W., 159.
- Rankin, Edward S., 156.
- Rankin, Rebecca B., 124, 187.
- Rapid transit, 75, 84, 96, 100, 120, 124, 132, 144, 148, 155, 168, 175, 180, 212, 224, 232, 236, 248, 264.
- Raschig, Frank L., 212, 236.
- Rastall, B. M., 136.
- Rathbun, John B., 166.
- Rats, 45, 72, 250, 252.
- Ray, P. O., 63.

- Read, Elizabeth F., 198.
- Real estate, 158, 264.
- Real Estate Board of Baltimore, 236.
- Real Estate Board of N. Y., 32, 72, 144.
- Real Estate Owners' Association, 16.
- Reconstruction, 31.
- Recreation, 8, 72, 80, 92, 100, 112, 120, 180, 200, 208, 212, 220, 267.
- See also* Parks; Playgrounds.
- Reed, Alfred Z., 211.
- Reed, Henry E., 116.
- Reed, R. R., 99, 103.
- Reed, T. H., 95.
- Referenda, 167.
- Refuse disposal, 18, 19, 44, 54, 60, 72, 84, 120, 124, 136, 139, 141, 146, 155, 168, 175, 184, 188, 200, 244, 252, 268.
- Regan, John E., 204.
- Rent profiteering. *See* Rents.
- Rentrop Silk Dyeing Corporation, 5.
- Renta, 16, 44, 72, 75, 155, 164, 168, 175, 188, 204, 212, 220, 232, 244.
- Research, 20, 136, 212, 224, 244, 256.
- Research bureaus, 268.
- Revenue, 200.
- municipal, 53, 80, 98, 122, 176, 194, 200, 253.
- Reynolds, W. R., 163.
- Rhinclander Real Estate Co., 5.
- Rhode Island:
 - Harbor Commission, 148.
 - Insurance Dept., 240.
 - State Library, 36.
 - Legislative Reference Bureau, 32.
- Rhode Island Tuberculosis Association, 200.
- Rice, John J. H., 143.
- Richards, B. Howard, 212.
- Richards, H. S., 96, 260.
- Richardson, Anna S., 103.
- Richardson, Darby, 256.
- Richland County, Ohio, 226.
- Richman, R. E., 27.
- Richmond, Borough of, 4, 218, 252.
- Buildings, Bureau of, 7, 51, 109, 173, 216.
- President, 51, 91, 197, 204.
- public works, 124.
- transportation, 237.
- Richmond, Va.:
 - Charter, 239.
 - visual instruction in public schools, 202-203.
- Richmond Light and Railroad Co., 75, 87.
- Rickard, T. A., 36.
- Rightor, C. E., 53, 179.
- Riis, Jacob, 55.
- Riordan, James J., 121.
- Ritter, Dwight S., 120, 188, 228.
- River improvement, 16.
- River Rhone, 16.
- Roads, 12, 168, 192, 224, 254, 256.
- See also* Pavements.
- Roberts, G. E., 11, 12.
- Roberts, J., 20.
- Roberts, Peter, 140, 195.
- Robertson, Howard, 84.
- Robertson, John, 161.
- Robertson, John D., 46, 60.
- Robertson, W. A., 225.
- Robeson, G. F., 103.
- Robinson, F. B., 13.
- Robinson, William H., 167.
- Roby, Harrison G., 228.

Rochester:

- budget, 179.
- Charities, Dept. of, 110, 227.
- city planning, 119.
- civil service, 115.
- Comptroller, 179.
- housing problem, 211.
- street railways, 54, 76.
- Rochester Bureau of Municipal Research, Inc., 115.
- Rockefeller Foundation. International Health Board, 211.
- Rockwood, Edith, 111, 124.
- Rockwood and Co., 5.
- Rome: ports, 175.
- Roos, C. M., 184, 212.
- Roosevelt, Theodore, 16, 42, 262.
- Roosevelt House, 16.
- Root, Elihu, 262.
- Rorty, M. C., 100, 132.
- Rosa, Edward B., 154.
- Rose, A. L., 20.
- Rosedale, Kan., 158.
- Rosewater, Victor, 199.
- Ross, E. A., 42.
- Rothwell, Easton, 224.
- Rotterdam: port development, 72.
- Routh, J. W., 76.
- Routzahn, Mary S., 166.
- Rowe, H. M., 70.
- Royal Institute of British Architects, 71.
- Ruggles, A. V., 64.
- Rule, Burt, 60.
- Ruml, Beardsley, 94.
- Ruppert, Jacob, 87.
- Rushmore, Elsie M., 218.
- Russell, Charles, 63.
- Russell, H. L., 40.
- Russell, Walter, 247.
- Russell Sage Foundation Library, 32, 188.

S

- S. Liebmann's Sons, Inc., 87.
- Sacramento, Cal.:
 - Charter, 99, 110.
 - City Council, 182.
 - Freeholders, Board of, 115.
 - government, 246.
 - Landscape Architect, 115.
 - municipal camp, 110.
 - Park Directors, Board of, 232.
 - proportional representation, 207.
 - voting, 240.
- Sacramento Chamber of Commerce, 142.
- Safety, 16, 43, 120, 155, 212.
- Sailors, 200.
- St. Albans Improvement Association, 6, 87.
- Saint-Gaudens, Louis, 262.
- St. Joseph, Mo.:
 - municipal chimney sweep, 46.
 - street railways, 32.
- St. Lawrence Ship Canal, 16, 103, 168, 227, 228.
- St. Louis, Mo.:
 - advertising, 74.
 - art, civic, 30.
 - charitable agencies, 142.
 - Citizenship Sunday, 54.
 - City Plan Commission, 100.
- St. Louis, Mo. — *Continued.*
 - city planning, 119.
 - commerce, 166.
 - Comptroller, 228.
 - Education, Board of, 240.
 - milk supply, 140.
 - municipal exhibit, 213.
 - Municipal Reference Library, 2.
 - municipal theater, 84.
 - opera, 16.
 - Ordinances, 72.
 - Parks and Recreation, Division of, 223.
 - police, 72, 83.
 - Public Utilities, Dept. of, 264.
 - Public Welfare, Committee on, 140.
 - rapid transit, 100, 264.
 - theaters, 84.
 - Unemployment, Commission on, 230.
 - Water Commissioner, 244.
 - water supply, 244.
- St. Louis Chamber of Commerce, 142.
- St. Louis Provident Association, 112.
- St. Louis Public Library, 213, 247.
- St. Paul, Minn.:
 - city planning, 201, 247.
 - Civil Service, Bureau of, 154.
 - street cleaning, 100.
 - visual instruction in public schools, 202-203.
- St. Petersburg, Fla.: street railways, 158.
- Salaries, 12, 76, 140, 164, 176, 212, 224, 268.
- standardization, 48, 164, 212.
- Salem, Ore.: Industrial Welfare Commission, 46.
- Salt Lake City:
 - documents, 120.
 - municipal gravel pit, 180.
 - Ordinances, 244.
 - smoke, 92.
 - smoke abatement, 100.
 - visual instruction in public schools, 202-203.
- Salvage, 44.
- Salzman, Jacob, 191.
- Sampson, E. T., 130.
- San Antonio, Tex.:
 - flood, 255.
 - visual instruction in public schools, 202-203.
- San Diego, Cal.: street railways, 76, 180.
- San Francisco:
 - aeronautics, 54.
 - air port, 70.
 - charitable agencies, 46.
 - Charter, 130.
 - Engineering, Bureau of, 144.
 - municipal ownership, 59.
 - Municipal Railway, 156.
 - Ordinances, 70, 252.
 - police, 192.
 - street railways, fares, 156.
 - traffic regulation, 114, 246.
 - tunnels, 96.
 - visual instruction in public schools, 202-203.
 - water supply, 144.
 - zone system, 48, 64.
- San Francisco Council of the Social and Health Agencies, 46.
- San José, Cal.: housing problem, 266.
- Sandstrom, C. O., 84.
- Sandwall, Alzira W., 52.
- Sanitary science, 172.
- Sanitary surveys, 166.

- Sanitation, 40, 161, 166, 176, 184, 187, 195, 264.
 Santa Barbara: sewage disposal, 176.
 Santa Monica: auditorium, 119.
 Saranac Lake: milk distribution, 114.
 Sargent, A. W., 103.
 Sarnia: refuse disposal, 124.
 Saskatchewan: city planning, 123.
 Savage, W. G., 162.
 Saville, Thorndike, 16, 71, 120.
 Sawyer, W. H., 160.
 Saxe, Martin, 132.
 Scanlon, Arthur J., 243.
 Scarborough, Eng.: municipal bakery, 79.
 Schaeffer, Amos, 156.
 Schaphorst, W. F., 180.
 Schenectady, N. Y.:
 aeronautics, 42.
 visual instruction in public schools, 202-203.
 Scherer, C. M., 76.
 Schlecht, W. W., 15.
 Schneider, Albert, 192.
 School administration, 92, 103.
 School buildings, 20, 43, 100, 148, 155, 180, 188, 199, 212, 263.
 School hygiene, 80, 180, 268.
 School lunches, 52.
 School surveys, 12, 76.
 Schools, 144, 148.
 consolidation, 239.
 finance, 39.
 medical inspection, 32, 48, 200.
 Schram, Ross, 104.
 Schulze, J. William, 192.
 Schurz, Carl, 55.
 Schwartz, Bertha, 20.
 Schwartz, Eugene B., 194.
 Scolley, Jennie E., 191.
 Scranton, Pa.:
 assessments, 182.
 fire prevention, 158.
 Scurfield, Harold, 163.
 Seaboard Refrigeration Co., 88, 89.
 Seager, H. R., 11.
 Seaman, Geo. W., 166.
 Sears, J. B., 143, 179.
 Seattle, 132.
 Electrical Code, 98.
 Engineer, 232.
 piers, 3.
 port development, 71.
 Port of Seattle Commission, 168.
 Public Library. Municipal Reference Division, 211.
 rapid transit, 232.
 refuse disposal, 19.
 street railways, 92.
 fares, 52.
 streets, 182.
 water supply, 84, 132.
 Seattle Chamber of Commerce, 46.
 Secrist, Horace, 35, 100.
 Sefton, Fred W., 256.
 Sellier, Henri, 236.
 Sequeira, J. H., 162.
 Service Citizens of Delaware, 47, 235.
 Sewage disposal, 4, 36, 52, 56, 63, 92, 96, 120, 139, 155, 166, 176, 215, 224, 227, 232, 242, 244, 245, 248, 260, 264.
 Sewerage, 132.
 Sewers, 120, 156, 248.
 Seybert Institution (Phila.). Bureau of Social Research, 15.
 Seybolt, Robert Francis, 232.
 Seymour, Gertrude, 219.
 Shanahan, William T., 243.
 Shanghai:
 budget, 235.
 motor buses, 268.
 Municipal Council, 235.
 street railways, 268.
 Shaw, L. M., 47.
 Shaw, Walter A., 208.
 Shay, George D., 180.
 Shearer, Edith L., 175.
 Shefferman, N. W., 95, 171.
 Sheffield, Eng.:
 milk supply, municipal control, 160.
 municipal milk supply, 182.
 Sheffield Scientific School, Yale University, 8.
 Shenton, Clarence G., 115, 140.
 Shephard, Fred H., 244.
 Sherman, Caroline B., 155.
 Sherwood, G. H., 51.
 Sherwood, J. F., 43.
 Shillady, John R., 66.
 Shipley Construction and Supply Co., 88.
 Shoemaker, Floyd C., 259.
 Shoes, cost of manufacturing, 32.
 Short ballot. *See* City manager plan; Commission government.
 Shove, Benjamin J., 243.
 Shumate, F. E., 70.
 Shurtleff, Flavel, 82.
 Sikes, George C., 251.
 Sim, George, 180.
 Simmonds, Nina, 15, 162.
 Simon, Robert E., 56.
 Simons, G. W., jr., 59.
 Simpson, John, 176.
 Simpson, W. G., 162.
 Single tax, 16.
 Sinking funds, 176.
 Sioux Falls, S. Dak.: power plant, 71.
 Skehan, J. J., 129.
 Skerrett, Robert G., 248.
 Sloane, T. O'C., 8, 36.
 Smallpox, 36, 162.
 Smeeton, M. A., 62, 163.
 Smith, Alfred E., 32, 44, 159, 236, 247.
 Smith, Alexander R., 206.
 Smith, Clarence B., 159, 189.
 Smith, Erwin F., 163.
 Smith, G. Waldon, 119.
 Smith, H. A., 111.
 Smith, Howard D., 76.
 Smith, J. Waldo, 244.
 Smith, N. A. C., 32.
 Smith, Otto M., 212.
 Smith, Reed, 244.
 Smith, Reginald H., 239.
 Smith, Stephen, 234.
 Smith, Tunstall, 167.
 Smith-Gordon, Lionel, 103.
 Smoke, 92.
 Smoke abatement, 44, 60, 100, 104.
 Smyth, L. J., 48.
 Snape, A. E., 63.
 Snedden, David, 64, 154.
 Snodgrass, Katharine, 12.
 Snow, Chauncey D., 240.

- Snow, J. B., 238.
 Snow removal, 32, 56, 60, 72, 76, 96, 100, 104, 112, 120, 132, 156, 184, 260.
 Sobel, Jacob, 48.
 Social hygiene, 168.
 Social service, 44, 112, 156, 208.
 Social Service Council of Canada, 44.
 Social surveys, 48, 200.
 Social work, 218.
 Society of Industrial Engineers, 120.
 Sociology, 188.
 Soft drinks, 176, 263.
 Somers, A. S., 92.
 Sonnebarn, Siegmund, 12.
 Soper, G. A., 166.
 Soulé, Frank E., 207.
 South Africa: sewage disposal, 63.
 South America, 63.
 South Australia:
 Attorney-General and Minister in control of Town Planning, 8.
 Government Town Planner, 8, 46.
 South Australian Town Planning and Housing Association, 9-10.
 South Bend, Wash.: street railways, fares, 156.
 South Carolina:
 Legislature. Joint Special Committee on Revenue and Taxation, 244.
 University, 212, 244.
 visual instruction, 212.
 Spanish influenza. *See* Influenza.
 Spear, Walter E., 176.
 Special assessments, 253.
 Special libraries, 20, 112, 124, 144, 156, 176, 183, 212, 239.
 Special Libraries Association, 239.
 Special Libraries Council of Philadelphia and Vicinity, 183.
 Spielman, M. A., 99, 116, 164.
 Spillane, Richard, 84.
 Spiro, Amster, 80.
 Spohr, W. H., 162.
 Spokane, Wash.:
 Ordinances, 16.
 visual instruction in public schools, 202-203.
 Springer, J. F., 188.
 Springfield, Mass.:
 documents, 251.
 visual instruction in public schools, 202-203.
 Stadia, 76.
 Staebner, F. E., 52.
 Standard Legal Directory, 153.
 Standard of living, 19, 251.
 Standard Oil Co., 5, 136.
 Stanford University: citizenship, 19.
 Stanley, L. L., 201.
 Staples, L. C., 52.
 Stark, S. L., 16.
 State Bureau of Municipal Information of the New York State Conference of Mayors and Other City Officials, 100, 120, 150, 167, 174, 175, 176, 180, 184, 187, 188, 247, 252, 263, 267.
 State Historical Society of Missouri, 259.
 Staten Island, 91, 204, 218.
 piers, 124.
 street railways. *See* New York City: street railways.
 Staten Island Chamber of Commerce, 218.
 Staten Island Institute of Arts and Sciences, 7, 68, 91, 109, 128, 198, 231.
 Staten Island Midland Railway Co., 6, 76, 88, 236.
 Staten Island Rapid Transit Railway Co., 87.
 Statistics, 12, 35, 42, 75, 100, 104, 120, 123, 124, 132, 144, 150, 156, 176, 184.
 automobile, 59.
 municipal, 228, 260.
 Statistics of cities, 59, 160.
 Statutes, 96.
 Steam engines, 180.
 Steamships, 168.
 Stecker, Margaret L., 211.
 Steele, H. W., 59.
 Steer, Mary A., 243.
 Stein, C. J., 2.
 Stenography, 60.
 Stern, Leon, 36.
 Stevens, W. C., 192.
 Stevenson, A. F., 52.
 Stewart, A. T., Realty Co., 5.
 Stewart, Bryce M., 156.
 Stewart, Charlotte, 220.
 Stewart, Frank M., 44.
 Stirling, Edmund, 160.
 Stockholm, Sweden: police, 148.
 Stocks, C. W., 256.
 Stockton, Cal.: city hall, 182.
 Stone, Ormond A., 176.
 Storrs, L. S., 96.
 Stoughton: electric plants, municipal, 266.
 Stowe, Albert J., 60.
 Stratton, E. P., 103.
 Straus, G. V., 175.
 Strayer, George D., 188.
 Stream measurement, 12, 252.
 Stream pollution, 232, 264.
 Street cleaning, 80, 100, 124, 144, 180, 192, 208, 212, 213, 252, 268.
 Street improvements, 175.
 Street lighting. *See* Lighting of cities.
 Street numbering, 180.
 Street obstructions, 124.
 Street opening, 252.
 Street railways, 12, 32, 44, 49, 54, 76, 84, 92, 96, 100, 104, 112, 124, 132, 139, 156, 175, 180, 184, 188, 200, 204, 212, 224, 236, 248, 250, 252, 256, 264, 268.
 equipment, 112, 252, 256, 268.
 fares, 20, 44, 48, 52, 76, 84, 116, 124, 136, 140, 156, 160, 180, 236, 264.
 valuation. *See* Valuation.
 Streets, 112, 182, 267.
 See also City planning; Pavements.
 Strikes, 40.
 Stuart, Francis Lee, 223.
 Studensky, Paul, 160, 220.
 Stump, Leroy G., 188.
 Subways, 3, 76, 182, 208, 248.
 Suffrage, 158.
 Sullivan, John, 210.
 Sullivan, John F., 132, 238.
 Sullivan, Louis H., 210.
 Sumner, Walter T., 200.
 Supplies, 252.
 Suquet, L., 72.
 Surveys, 124.
 Sutton, Richard L., 255.
 Swan, Herbert S., 64, 103, 208, 228, 240, 248.

Sweden: housing problem, 154.
 Swedish Delegation at the Inter-allied Housing and Town Planning Congress, 154.
 Swimming pools, 32, 124, 132, 166, 200, 260, 268.
 Sydney, Australia:
 bridge, 246,
 municipal funeral furnishings [proposed], 46.
 Water Supply and Sewerage, Metropolitan Board of, 80.
 Syphilis, 147, 163.
 Syracuse, N. Y.:
 motorization of departments, 83.
 refuse disposal, 60.
 visual instruction in public schools, 202-203.
 Syracuse Public Library, 123.

T

"Tablettes Documentaires Municipales": Bibliographie analytique des études et informations relatives aux questions municipales," 235, 238.
 Tacoma, Wash.:
 port, 207.
 visual instruction in public schools, 202-203.
 Tacoma Railway & Power Co., 115.
 Taft, Jessie, 251.
 Tai, T. C., 131.
 Talbot, F. A., 44.
 Talbot, F. B., 15, 163.
 Tampa, Fla.: port, 168.
 Tax exemption. *See* Housing problem; Taxation.
 Tax limits, 253.
 Tax Payers' Association of California, 167.
 Tax rates, 104, 148, 156, 176, 188, 244.
 Taxation, 16, 43, 44, 56, 63, 78, 84, 100, 104, 132, 136, 140, 145, 164, 168, 176, 180, 184, 188, 200, 208, 228, 229, 232, 239, 244, 248, 253, 266, 268.
 See also Assessments; Housing problem.
 Taxes, 103.
 Taylor, E. Mae, 156.
 Taylor, Ruth, 243.
 Teachers, 12, 63.
 pensions, 40.
 salaries, 39, 63, 76, 104, 224.
 Teachers Union of the City of New York, 219.
 Tead, Ordway, 12, 140.
 Telegraph, 140.
 Telephone rates, 264.
 Telephones, 136, 238, 256, 264.
 Tenement House Law, 132.
 Tenement houses, 220.
 Terminals, 64, 104, 112, 132, 188, 200, 244, 252, 264.
 Texas:
 Agricultural and Mechanical College, 72.
 Attorney General, 80.
 public utilities, rates, 44.
 Sanitary Engineering, Bureau of, 132.
 Statutes, 240.
 University, 44.
 Bureau of Government Research, 219.
 Texas City:
 port, 104.
 rat exterminating campaign, 45.
 Theaters, 83, 84.
 Third Avenue Bridge Co., 6.
 Thomas, E. H. Christy, 132.
 Thomas, Theodore, 262.
 Thompson, A. V., 268.
 Thompson, Carl D., 192.
 Thompson, J. Walter, Co., 238.
 Thompson, Laura A., 232.
 Thompson, Longstreth, 116.
 Thompson, Loyd, 147.
 Thompson, William H., 191.
 Thomsen, T. C., 63.
 Thomson, H. H., 163, 208.
 Thomson, T. Kennard, 247.
 Thorpe, S. W., 82.
 Three platoon system. *See* Firemen, Hours.
 Thum, William, 16.
 Tidewater Pipe Company, Ltd., 5.
 Tigert, John J., 255.
 Tilney, Frederick, 115, 162.
 Titcomb, William C., 180.
 Todd, Hobart H., 243.
 Tokio: subways, 3.
 Toledo:
 City Plan Commission, 213.
 city planning, 70, 159.
 courts, 131.
 crime wave, 192.
 firemen, hours, 190.
 government, 38, 169.
 Municipal Reference Library, 180.
 Ordinances, 58, 111.
 Police Department, 100.
 Public Safety, Dept. of, 120.
 Publicity and Efficiency, Commission of, 63, 70, 80, 110, 131, 169.
 smoke inspector, 169.
 Street Railway Control, Board of, 49.
 street railways, 49, 76, 116, 160.
 unemployment, 169, 232, 260.
 zone system, 213.
 Toledo Chamber of Commerce, 169.
 Toledo Commerce Club, 168.
 Tolman, Mary H., 224.
 Tomlin, R. K., jr., 220.
 Toronto:
 accidents, 70.
 budget, 30.
 Education, Board of, 199.
 filtration plant, 95.
 government, 140.
 housing problem, 122.
 juvenile court, 52.
 port development, 168.
 public welfare, 130.
 school buildings, 148, 188.
 school survey, 175.
 street railways, 224.
 Toronto Bureau of Municipal Research, 52, 70, 130, 140, 148, 175, 188.
 Townsend, Charles H., 173.
 Tracy, R. E., 63.
 Trade unions. *See* Labor unions.
 Traffic, 132, 164.
 Traffic census, 188.
 Traffic courts, 38.
 Traffic regulation, 12, 48, 56, 64, 76, 78, 84, 112, 114, 132, 144, 156, 174, 188, 200, 208, 228, 244, 252, 256, 268.
 Transportation, 12, 32, 156, 228.

Traylor, Melvin A., 124, 160.
 Tfees, 76, 176, 192.
 Trees in streets, 267, 268.
 Tremaine, C. M., 199.
 Trench fever, 163.
 Trexler, H. A., 11.
 Tribus, L. L., 264.
 Trigg, E. T., 12.
 Trombert, Albert, 102.
 Trotter, Ann E., 260.
 Tuberculosis, 16, 47, 163, 200, 208.
 Tucker, W. C., 132.
 Tunnels, 48, 52, 64, 96, 112, 132, 156, 176, 180, 200, 224, 248, 252.
 Turner, C. E., 162.
 Turner, D. L., 52.
 Turner, Victoria B., 228.
 Tuscarora Oil Co., Ltd., 5.
 Tuttle, Arthur S., 228.
 Tuttle, Morton C., 131.
 Tuxedo Park, N. Y.: storekeeping, 114.

U

Uhden, C. F., 84.
 Unemployment, 60, 65, 79, 80, 84, 96, 112, 113, 118, 120, 134, 136, 140, 150, 156, 160, 169, 176, 180, 204, 208, 220, 224, 228, 232, 233, 240, 248, 260, 268.
 Uniformed Firemen's Association, 154.
 L'Union Internationales des Villes, 235, 238.
 Union of Nova Scotia Municipalities, 199.
 Union of South Africa, 38.
 Office of Census and Statistics, 100.
 Union Railway Co. of New York City, 88, 89.
 United Dressed Beef Co. of New York, 5.
 United States:
 Agriculture, Dept. of, 48, 56, 59, 72, 176, 268.
 Army. Medical Dept., 158.
 census, 108, 232.
 Census, Bureau of the, 19, 48, 59, 84, 95, 160, 168, 191, 204, 232, 260, 264, 268.
 Child Labor, Bureau of, 74.
 Children's Bureau, 40, 43, 71, 144, 192, 227, 232.
 Civil Service Commission, 267.
 Coast and Geodetic Survey, 240.
 Commerce, Secretary of, 192.
 Congress, Joint Commission on Postal Service, 264.
 Joint Commission on Reclassification of Salaries, 212.
 Crime Bureau [proposed], 143.
 Customs Service, 42.
 Education Bureau of, 19, 36, 56, 71, 76, 82, 123, 144, 160, 175, 199, 201, 240, 255.
 Employment Service, 119.
 Federal Electric Railways Commission, 12, 112, 262.
 Foreign and Domestic Commerce, Bureau of, 63.
 Geological Survey, 174.
 House of Representatives, 111, 143, 148, 183, 191, 223, 224.
 Committee on Rivers and Harbors, 263.
 Immigration and Naturalization, Committee on, 111, 148, 183.
 Committee on Reform in the Civil Service, 211.

United States — *Continued.*

Housing Corporation, 136.
 Internal Revenue, Commissioner of, 75, 164.
 Interstate Commerce Commission, 175, 208, 252.
 Labor, Dept. of. Library, 232.
 Women's Bureau, 64.
 Labor Statistics, Bureau of, 59, 79, 148, 154, 176, 189, 228.
 Library of Congress. Division of Bibliography, 20, 43, 56, 155, 164, 199, 200, 263.
 Markets, Bureau of, 155.
 Mines, Bureau of, 32, 56.
 Navigation, Bureau of, 168, 212.
 Navy, 102.
 police, 36.
 Postal service, 264.
 President, 212.
 Conference Committee, 212.
 Conference on Unemployment, 240.
 Senate, 244.
 Committee on Reconstruction and Production, 2.
 Shipping Board. Emergency Fleet Corporation, 136.
 Port Facilities Commission, 11.
 Standards, Bureau of, 211, 246, 264.
 Statutes, 64.
 War Dept., 250.
 War Industries Board, 20.
 Water-Power Act, 8.
 Women's Bureau, 176, 183, 212.
 workmen's compensation, 176.
 Universities, 19.
 Unwin, Raymond, 179.
 Urner, F. G., 243.
 Uruguay: prisons, 199.
 Utica, N. Y.:
 budget, 187.
 education, 115.
 Estimate and Apportionment, Board of, 187.
 police, 220.
 street numbering, 180.

V

Valuation, 100, 104, 112, 148, 176, 180, 252
 public utilities, 100, 164, 176.
 railroads, 212.
 Vanderblue, Homer B., 252.
 Van Etta, C. J., 124.
 Van Schaack, David, 70.
 Van Winkle, Mina C., 148, 223, 232.
 Vaughan, V. C., 164.
 Vaughan, Warren T., 227.
 Vedder, E. B., 163.
 Veiller, Lawrence, 75, 77, 96, 111, 166.
 Venereal diseases, 12, 163, 190.
 Ventilation, 39, 98, 112, 154, 158, 166.
 Vestal, Avis G., 220.
 Veterans, 15.
 Viaducts. *See* Bridges.
 Vigman, Edward R., 130.
 Vigneau, E. R., 40.
 Villard, Harold G., 148.
 Virginia:
 Industrial Commission, 180.
 workmen's compensation, 180.
 Visual instruction, 212.

- Visual instruction in public schools, 202-203.
 Vital statistics, 6, 166, 204, 244.
 Vitamines, 247.
 Vocational education, 64.
 Vocational guidance, 184.
 Vollmer, August, 160.
 Voss, Walter C., 167.
 Voting, 240.
 Vuillenmier, John F., 143.
- ### W
- Waddell, J. A. L., 223, 252.
 Wager, R. E., 63.
 Wages, 8, 188, 200, 211, 212.
 Waite, E. B., 8.
 Waite, Edward F., 267.
 Wald, Lillian D., 42.
 Waldman, Louis, 40.
 Walker, Claude F., 218.
 Walker, Frank R., 228, 263.
 Walker, H. C., 103.
 Walker, J. H., 39.
 Walker, F. F., 20.
 Wallace, D. A., 255.
 Wallace, John F., 244.
 Wallace and Tiernan Co., Inc., 32.
 Wallerstein, H. C., 15.
 Wallin, W. J., 103.
 Walsh, E. S., 74.
 Walton, Seymour, 259.
 War memorials. *See* Community buildings; Memorials.
 War service, 148.
 Warbasse, A. D., 43.
 Warbasse, D. P., 179.
 Warburg, P. M., 12.
 Warehouses, 268.
 Warne, Frank J., 42.
 Warren, George L., 228.
 Warren, W. D. P., 132.
 Washington, H. A., 200.
 Washington, D. C.:
 policewomen, 150.
 refuse disposal, 120.
 visual instruction in public schools, 202-203.
 Water, 256.
 Water meters, 84, 112.
 Water power, 8, 64, 84, 254.
 Water purification, 60, 64, 146, 156, 184, 212, 264.
 Water rates, 120, 140, 252.
 Water softening, 92.
 Water supply, 12, 64, 80, 84, 96, 112, 132, 144, 146, 156, 166, 176, 188, 192, 200, 208, 212, 244, 264.
 Water waste, 156, 268.
 Waters, Mrs. J. S., 97.
 Waterways, 208, 227, 228.
 Waterworks, 20, 64, 98, 132, 144, 156, 184, 212.
 Watson, Robert B., 200.
 Wayne County (Mich.):
 civil service, 48.
 Civil Service Commission [proposed], 46.
 Supervisors, Board of, 46.
 Webb, William, 204.
 Webster, George S., 267.
 Wehle, Louis B., 236.
 Weld, L. D. H., 12.
 Welfare work, 228.
 Welland Ship Canal, 36.
 Welling, Richard, 235.
 Wellington, New Zealand: milk distribution, 114.
 Wells, William F., 184.
 Wells, W. J., 119.
 Welty, B. F., 111.
 Welzmler, Blanche W., 144.
 Wend, Milton, 102.
 Werner, Harold, 235.
 West, Myron H., 174.
 West Virginia: Senate, Clerk of, 148.
 Western Union Telegraph Co., 140.
 Westinghouse Electric and Manufacturing Co., 252.
 Westmount (Montreal, Quebec): employees, insurance, 99.
 Weston, Robert S., 72, 124, 244.
 Wheat, George S., 110, 130.
 Whipple, George C., 264.
 Whitaker, C. H., 11.
 Whitcomb and Barrows, 56.
 White, C. R., 167.
 White, F. G., 16.
 White, William A., 251.
 White Plains, N. Y.:
 refuse disposal, 44.
 zone system, 64.
 Whitnall, G. G., 103.
 Whitney, Albert W., 144.
 Whitney, Jessamine S., 144.
 Whitten, Robert H., 12, 43, 48, 56, 143, 228.
 Wichita: city employees, 142.
 Wigston Hosiers, Ltd., 263.
 Wilcox, Delos F., 48, 100, 116, 180, 262.
 Wildner, Clare L., 140.
 Wile, Ira S., 180.
 Wilgus, W. J., 238.
 Wilgus, W. S., 16.
 Wilkins, Robert J., 207.
 Willett, A. H., 59.
 Williams, E. W., 232.
 Williams, F. B., 43.
 Williams, J. H., 12.
 Williams, Whiting, 12, 140.
 Williamson, Charles C., 123, 144.
 Williamson, F. Stuart, 248.
 Willis, H. P., 11.
 Wilmington, Del.:
 pavements, 19.
 schools, 199.
 visual instruction in public schools, 202-203.
 Wilson, A., 72.
 Wilson, Calvert, 194.
 Wilson, John, 120.
 Wilson, P. S., 12.
 Wilson and Co., 87.
 Wing, H. H., 16, 162.
 Winnipeg, Manitoba:
 City Clerk, 220.
 Housing Commission, 213.
 pensions, 120.
 water supply, 188.
 Winslow, Charles-Edward A., 47, 161, 166, 200.
 Winslow, H. M., 40.
 Wisconsin:
 assessments, 112.
 civics, 11, 31.
 employment, 136.

